

Once you've developed a résumé you're satisfied with, ask classmates and friends to critique it, using the checklist below:

- G Has all important information been included?
- G Does the résumé look professional?
- G Is it well word processed or copied?
- G Are any corrections invisible?
- G Is it attractive and easy to read?
- G Do key points and headings stand out?
- G Is it concise?
- G Have all unnecessary words or sentences been taken out?
- G Is all the information relevant and positive?
- G Does every statement emphasize a skill or ability?
- G Are personal interests and activities described clearly?
- G Do they emphasize achievements?
- G Is the language precise and specific?
- G Does every statement begin with an action verb?
- G Are you absolutely sure about the spelling of every word?
- G What about the grammar?