

Resume Review Checklist

Reviewer Name _____

Date _____

	Check \checkmark = Good	X= Needs Improvement	Comments
Contact Information	<input type="checkbox"/> Name is prominent (largest font on page) <input type="checkbox"/> Address (City, State) <input type="checkbox"/> Phone number <input type="checkbox"/> Professional e-mail address	<input type="checkbox"/> Includes professional social media identifiers (i.e. LinkedIn) and web address of any portfolio <input type="checkbox"/> Does not disclose personal information such as SSN, marital status, etc.	
Education	<input type="checkbox"/> The Ohio State University <input type="checkbox"/> Columbus, Ohio <input type="checkbox"/> Expected Graduation Date (Month, Year) <input type="checkbox"/> Name of degree spelled out completely (e.g., Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Music Education, Bachelor of Science, Bachelor of Science in Design)	<input type="checkbox"/> All Majors listed <input type="checkbox"/> Any Minors listed <input type="checkbox"/> Name of High School (if underclassman) <input type="checkbox"/> Study abroad institution and dates, if applicable <input type="checkbox"/> Overall GPA, if >3.0 or >2.8 for STEM major <input type="checkbox"/> Major GPA, if >3.0 and based on 3+ courses <input type="checkbox"/> Includes academic honors or awards	
Experience	<input type="checkbox"/> Uses reverse chronological order <input type="checkbox"/> Includes name of each organization <input type="checkbox"/> Lists location of each organization (City, State) <input type="checkbox"/> Lists position titles <input type="checkbox"/> Dates of employment are up to date <input type="checkbox"/> Experiences described in bullets, not paragraphs <input type="checkbox"/> Emphasis on experiences related to intended professional position <input type="checkbox"/> Uses 2-3 PAR statements: P=Problem, A=Action, R=Result(s); i.e. Developed (A) new filing system (P) that improved processing time for issuing invoices (R). <input type="checkbox"/> Descriptions start with action verbs	<input type="checkbox"/> Does not state "Responsible for" <input type="checkbox"/> Relevant experiences presented first <input type="checkbox"/> Accomplishments quantified with numbers <input type="checkbox"/> Career Readiness Competencies emphasized <input type="checkbox"/> "Typical college student jobs" describe skills gained more so than routine tasks performed <input type="checkbox"/> Emphasis on college experiences rather than high school experience, but exemplary h.s. content should be included (e.g., valedictorian, class president, Eagle Scout, etc)	
Activities	<input type="checkbox"/> Official name of each organization (no acronyms) <input type="checkbox"/> Position title within organization <input type="checkbox"/> Includes leadership roles <input type="checkbox"/> Dates of involvement	<input type="checkbox"/> Reverse chronological order <input type="checkbox"/> If leadership role, describes key accomplishments, skills and knowledge gained <input type="checkbox"/> Brief volunteer roles can be listed on one line	
Skills	<input type="checkbox"/> Lists relevant certifications or training programs <input type="checkbox"/> Lists computer programs used at an "above average" level <input type="checkbox"/> Lists foreign languages and specifies fluency (basic, intermediate, advanced, native speaker)	<input type="checkbox"/> Describes how experiences shaped key skills (i.e. 3-month home stay with Japanese family increased conversational skills to intermediate level) <input type="checkbox"/> Only pertinent skills detailed out	

	Check $\sqrt{}$ = Good	X = Needs Improvement	Comments
Appearance/ Format	<input type="checkbox"/> Font is easy to read <input type="checkbox"/> One page (unless CV or applying for gov. job) <input type="checkbox"/> Text on page appears balanced <input type="checkbox"/> Consistent style and fonts throughout <input type="checkbox"/> Resume format is consistent with industry practices	<input type="checkbox"/> Section headings used appropriately (examples: Education, Related Coursework, Related Experience, Additional Experience, Research, Leadership, Activities, Honors and Awards, Certifications, Skills; generally space for 5 categories)	
Spelling, Grammar, Punctuation	<input type="checkbox"/> No misspelled words <input type="checkbox"/> Verb tense is appropriate and consistent in sections <input type="checkbox"/> Does not use “etc.”	<input type="checkbox"/> Avoids redundancy/repetition <input type="checkbox"/> Conveys professional tone <input type="checkbox"/> Avoids use of “I” and passive voice <input type="checkbox"/> Does not include acronyms/abbreviations that might be unfamiliar to those reading the resume	
Other	<input type="checkbox"/> Objective statement is specific, if included <input type="checkbox"/> Does not include personal interests or hobby sections <input type="checkbox"/> Does not include a photo unless industry standard (broadcasting, modeling, etc.) <input type="checkbox"/> Does not include “Career Accomplishments” or “Professional Experiences” sections <input type="checkbox"/> Does not list references		

Review Categories	Category Definitions	Prompts for Student
Approved	Free of errors or errors are in the Contact Info, Education, or Activities sections <i>but can be quickly fixed</i> . Or, any Spelling/Grammar/Punctuation errors follow a pattern that you have corrected and the student comprehends how to fix.	<i>Your resume is ready to share with employers. Please upload it to Handshake and make it viewable.</i> <i>A good next step is to meet with a Career Coach to talk through additional ways you can further enhance your experiences/CRCs before you graduate. They can also help you create targeted resumes as you prepare to apply to full-time jobs and help with other search steps (e.g., prepping for an interview).</i>
Not Approved/Multiple Changes	Multiple fixes needed to resume, including ones that require: <ol style="list-style-type: none"> 1. re-writing bullets, 2. moving content to different sections, 3. creating new bullets to better describe their CRCs, and/or 4. adopting a new format. 	<i>Before you share your resume with an employer or upload it to Handshake, you will need to modify it based on the feedback I have provided.</i> <i>A good next step is to meet with a Career Coach after you revise your resume. They can confirm that you are on the right track with your new resume as well as suggest additional ways you can further enhance your experiences/CRCs before you graduate. They can also help you create targeted resumes as you prepare to apply to full-time jobs and help with other search steps (e.g., prepping for an interview).</i>