

Résumé Critique Checklist

Stephen F. Austin State University
Center for Career and Professional Development

	Content	Formatting
Heading	<ul style="list-style-type: none"> <input type="checkbox"/> Missing contact information: <input type="checkbox"/> email <input type="checkbox"/> phone <input type="checkbox"/> Location (city, state) Include 2 ways an employer can contact you. <input type="checkbox"/> Email address is NOT professional. Use an email address you check often. Make sure it is free of slang or profanity and is easily associated with you. (johndoe@abc.com or doe.jane@xyz.com) 	<ul style="list-style-type: none"> <input type="checkbox"/> Avoid large/distracting heading elements (lines, bars, graphics, etc.) Your name should dominate the heading.
Career/ Job Objective	<ul style="list-style-type: none"> <input type="checkbox"/> OPTIONAL: Introductory statement is vague or unclear. A good statement demonstrates clear employment goals that show you are a strong match for the position. 	<ul style="list-style-type: none"> <input type="checkbox"/> There is no introductory section. It is important that you research your industry to see what types of introductory statements other professionals are using on their document. (ex: objective statement, summary of qualifications, career highlights, professional summary, etc.)
Education	<ul style="list-style-type: none"> <input type="checkbox"/> Write out the official title of your degree you are receiving (ex: Bachelor of Science, Master of Arts). <input type="checkbox"/> Omit listing related/relevant coursework. Recruiters know the coursework involved with standard degrees; therefore listing this information may only take up space. <input type="checkbox"/> GPA. Specify whether you are listing cumulative or major GPA (listing either or both is fine; preferably 3.0 or higher) <input type="checkbox"/> Honors/Awards: list scholarships, Dean's List, President's Honor Roll 	<ul style="list-style-type: none"> <input type="checkbox"/> List in reverse chronological order. Start with the most recent degree and work backward. <input type="checkbox"/> List Education before Experience. Your degree is your most recent accomplishment and is a big selling point; you want it to be front and center.
Where are these transferable core competencies reflected in your document?		<p><i>Incorporate these skills into the bulleted statements on your résumé.</i> Regardless of your major or work experience, these are skills that employers are looking for in a new hire.</p> <p>Where did you develop these skills? (Work Experience, Internship, Co-Curricular Experience, Volunteer, Study Abroad, Classroom Projects, etc.) Give specific examples of these skills and qualities.</p>
Core Competencies	<ul style="list-style-type: none"> <input type="checkbox"/> Oral/Written Communications: Clearly articulates thoughts and ideas; able to express ideas to others; writes effectively and clearly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Teamwork/Collaboration: Builds collaborative relationships with colleagues and customers; able to work within a team structure; can negotiate and manage conflict.
	<ul style="list-style-type: none"> <input type="checkbox"/> Leadership: Leverages the strengths of others to achieve common goals; uses interpersonal skills to coach and develop others; organizes, prioritizes, and delegates work. 	<ul style="list-style-type: none"> <input type="checkbox"/> Critical Thinking/Problem Solving: Exercises sound reasoning; obtains, interprets, and use knowledge, facts and data; demonstrates originality and inventiveness.
	<ul style="list-style-type: none"> <input type="checkbox"/> Digital Technology: Leverages existing digital technologies; adapts to new and emerging technologies. 	<ul style="list-style-type: none"> <input type="checkbox"/> Global/Intercultural Fluency: Values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions; demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individual differences.
	<ul style="list-style-type: none"> <input type="checkbox"/> Professionalism/Work Ethic: Demonstrates effective work habits and personal accountability; demonstrates integrity and ethical behavior; able to learn from mistakes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Career Management: Articulates personal skills, strengths, knowledge, and experiences; identifies areas necessary for professional growth; takes the steps necessary to pursue opportunities.
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Action verbs should be used to begin each bulleted accomplishment statement/job duty. <input type="checkbox"/> Do not use statements such as "duties included" or "responsible for." <input type="checkbox"/> Use present tense verbs for current jobs and past tense verbs for previous jobs. <input type="checkbox"/> Avoid repeating action verbs. <input type="checkbox"/> Expand on your accomplishment statements/job duties to include the 5 w's: who, what, when, where, and why. Whenever possible, try to quantify information by adding numbers, percentages, etc. as this is a great way to provide that extra bit of detail to employers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Consistency in entries. Each entry should have the same format and information provided. Your document is missing the following: <input type="checkbox"/> Job/Position Title <input type="checkbox"/> Dates of employment/involvement (month & year) <input type="checkbox"/> Company/Organization Name <input type="checkbox"/> Location (city & state) <input type="checkbox"/> 3-5 bulleted accomplishment statements/job duties <input type="checkbox"/> Bullet points were not used. Bullet points aid in the readability and flow of your résumé. <input type="checkbox"/> Periods should not be used at the end of bulleted statements. <input type="checkbox"/> Dates should be aligned on the right-hand side of the page. They are less important than other experience information. <input type="checkbox"/> Volunteerism: Indicate the company name, location, and number of hours volunteered.
Co-Curricular Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Highlight honors, co-curricular experience and/or volunteerism. No need to state "member of" in front of organization name. Include leadership positions. 	
Formatting	<ul style="list-style-type: none"> <input type="checkbox"/> Avoid using a résumé template. Many employers share that they are over-used and show lack of creativity. <input type="checkbox"/> Résumé is not consistent in style and/or formatting. For example, the use of font size/style, upper and lower case letters, bullets vs. narrative format, and section layout. <input type="checkbox"/> Reduce or expand to produce a concise document that sells you best. (Length depends on quality and quantity of experiences and accomplishments) <input type="checkbox"/> Spell out acronyms to keep your résumé looking formal. (ex: Stephen F. Austin State University (SFA)) <input type="checkbox"/> Omit all high school information by your sophomore year of college. From this point on, your résumé should focus on accomplishments at the college level and beyond. <input type="checkbox"/> Omit references and/or the unnecessary phrase "references available upon request." Provide on a separate page by request only. <input type="checkbox"/> Omit information that could cause someone to discriminate against you. (ex: pictures, religious/political affiliations, marital status, etc.) <input type="checkbox"/> Spelling and grammatical errors are present. Professional documents can be discarded for just one mistake, make yours error free! <input type="checkbox"/> Avoid using personal pronouns such as I, me, my, and mine. 	

See suggestions and refer to resources referenced in the comment provided below your document on Handshake.