

Curriculum Vitae 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"/> personal email (make sure that email is professional and free of slang and profanity) <input type="checkbox"/> phone <input type="checkbox"/> job title <input type="checkbox"/> Include 2 ways an employer can contact you. <input type="checkbox"/> Specify document Include the words "Curriculum Vitae" in heading <input type="checkbox"/> Social media handles (optional) <input type="checkbox"/> Professional website (optional) 	<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"/> 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"/> Dissertation or Thesis title (if applicable) Include abstract of dissertation or thesis (optional) <input type="checkbox"/> Relevant coursework You can list coursework that applies to the role <input type="checkbox"/> Professional qualifications <input type="checkbox"/> Academic achievements: list scholarships, Dean's List, President's Honor Roll and other achievements that relate to role applying for 	<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. Include Education before Experience
Core Competencies	Where are these transferable core competencies reflected in your document? <i>Incorporate these skills into the bulleted statements on your CV.</i> Regardless of your major or work experience, these are skills that employers are looking for in a new hire. Where did you develop these skills? (Work Experience, Internship, Co-Curricular Experience, Volunteer, Study Abroad, Classroom Projects, Research Projects, etc.) Give specific examples of these skills and qualities.	
	<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"/> <u>Avoid repeating action verbs.</u> <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: <ul style="list-style-type: none"> <input type="checkbox"/> Title of role <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"/> Outline your CV entries in reverse-chronological order This allows employer to see most recent accomplishments first. <input type="checkbox"/> Consider including research projects, lab work, field experience, and volunteer work; use numbers and metrics to prove achievements
Skills/ Additional Sections	<ul style="list-style-type: none"> <input type="checkbox"/> Skills Section List 4-8 key skills you have developed and experiences that apply to the job, such as, foreign languages, technical, and certified skills. <input type="checkbox"/> List additional sections targeted to audience. This can include professional certifications, publications, industry awards, and extra training 	
Tips and Formatting	<ul style="list-style-type: none"> <input type="checkbox"/> Fonts and colors Use black ink in legible and standard fonts such as Calibri, Georgia, Open Sans, Times New Roman and Cambria. <input type="checkbox"/> CV 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. Maintain a minimum of .5-inch margins and maximum of 1 – inch margins on all sides <input type="checkbox"/> Reduce or expand to produce a <i>concise</i> document that sells you best. Make document powerful and concise by using strong action verbs throughout <input type="checkbox"/> Spell out acronyms to keep your CV looking formal (ex: Stephen F. Austin State University (SFA)) <input type="checkbox"/> Omit all high school information by your sophomore year of college Your CV should focus on accomplishments at the college level and beyond. <input type="checkbox"/> Recommendations Consider including the names and contact information of 3-4 references willing to write letters of recommendation. <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. <input type="checkbox"/> Avoid using templates Many employers share they are over-used and show a lack of creativity. 	

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