

Student Name _____

Date: _____

Major: _____

Critiqued By: _____

Year: FR SO JR SR GR AL

Have you attended a CS Resume: Workshop Class Presentation Resume Critique Appointment

| | 1 point | 2 points | 3 points | 4 points | |
|---|---|--|--|---|--------------------|
| Format | Resume is not an appropriate length (1-2 pages). The font is too big or may be hard to read. There is too much white space. | The font and spacing of the resume is not appealing or easily scannable. Information such as dates are missing. | This resume has some uneven white space. Some information is inconsistent (dates, bolding, underlining). | The resume makes good use of space and is consistent throughout. It can be easily scanned and is pleasing to the reader. | |
| Header | The header is hard to read and missing information. Email address may be inappropriate. | Your name and header information is hard to read and is confusing. Phone numbers are not clearly labeled and some information may be missing. | Header information is easy to find but your name does not stand out on the page. Current and permanent contact information may not be labeled correctly. | Header information is easy to read and contains necessary information. | |
| Objective or Professional Qualifications Summary | Resume does not include an objective or professional qualifications summary. | Resume includes an objective or professional qualifications summary that is vague or too long. | Resume includes a good objective or professional qualifications summary but is not targeted to the position. | Resume includes an objective or professional qualifications summary that is short, specific and targeted to the position. | |
| Education Section | This section is not well organized. Some information is missing. There is no order to how information is formatted in this section. | This section is missing some crucial information, i.e. institution listed without a location, graduation date, major and name of degree are not listed. | This section is organized and easy to read and includes the following required minimum information: institution and location, graduation date, name of degree, and major. | This section is organized, clear, and well defined. It highlights the most pertinent information. This section also helps add value for the position applied for including relevant coursework or honors and achievements (if applicable). | |
| Experience Section | This section is not well defined and there is no order to the descriptions of each position. Descriptions are not detailed and offer no illustration of what was done. No locations and dates of employment are listed. | Descriptions are not in the form of bulleted statements beginning with action verbs. Descriptions are not detailed enough. Positions, dates, locations or titles may be missing. | Descriptions are detailed and clear in the form of bulleted statements beginning with action verbs but are not specifically targeted for the position. Places of work, location, titles, and dates are included for each position. | This section is well defined and information relates to the intended career field or targeted position and includes key words. Descriptions are detailed and clear in the form of bulleted statements beginning with action verbs. If applicable, this section could be split into relevant, volunteer and additional experience. | |
| Other Sections | There are no additional sections such as: honors/awards, activities, campus involvement, professional organizations/associations, leadership and other transferable skills such as computer and language skills. | This section is missing key information such as leadership positions held or dates of involvement. Organizations are listed but do not include individual involvement. Section may contain acronyms. | This section contains all necessary information but is not targeted to the position for which one is applying. Leadership, teamwork, and other transferable skills are not apparent through the use of these sections. | These sections are well organized and easy to understand. They relate directly to the position for which one is applying. Leadership, teamwork, and other transferable skills are apparent through the use of these sections. | |
| Communication Skills | There are multiple spelling and grammatical errors. Resume does not display good communication skills. | There are more than one spelling or grammatical errors. Communication skills are okay. | There are no spelling or grammatical errors however the level of writing is too simplistic. | There are no spelling or grammatical errors. Communication skills are excellent. | |
| Total Score | Resume needs significant improvement and would not be considered. 7-10 points | Resume is average and needs improvement to be considered. 11-17 points | Resume could land you an interview but may need a few improvements. 18-24 points | Resume should effectively land you an interview. 25-28 points | Total Score |

