Resume Critique Form

Name of Reviewer: _____   Name of Writer: _____

1. What can the resume writer do in order to make this resume more specific to the job?

2. Is the layout and design pleasing to the eye? Make at least one suggestion for improving it.

3. Does the resume fit comfortably within one page (as opposed to being stretched out or smashed in)? What can the writer do to improve it?

4. Is it easily readable? (no confusing fonts, not too many fonts, clearly marked sections, etc). What improvements can be made?

5. Does this resume use typography (including the use of bold, italics, and different sizes for headings) appropriately and effectively?

6. Is the most important information located toward the top of the page? Are there parts of this resume that you think should be made more important? Explain.

7. Does this resume include good vertical alignment? (bad vertical alignment is when similar elements on a page are not in the same place vertically)

8. Does the content of the resume support the objective (if there is one)? Explain.

9. Does this resume include unparallel verbs (verbs in different tenses in like bullets) or "weak" verbs (like "is" or "am")? How might these be fixed?

10. Is the resume too short or lacking in information/detail in any places? Where would you like to see more information?

Resume Critique Day

Step 1: Open your Resume Draft in Adobe Acrobat Pro (not Adobe Reader)

Step 2: Bring up your Job Ad

Step 3: Open the "Resume Critique Form" in Word

Step 4: Move around the room, adding comments to other people's resumes with "Review and Comment" form and "Add Sticky Note" function.

Step 5: When there are about 15-20 minutes left in class, begin working on the Resume Critique Form for the resume you are reading.

Step 6: With about 3-5 minutes left in class, head back to your desk and save your resume with comments and the Resume Critique Form for yourself.