

RESUME CRITIQUE CHEAT SHEET

- Determine the student's **class level, major, and intended use** for the resume.
- Say something **positive** about the resume.
- Elicit the **student's feedback** about his/her resume. Ask questions like:
 - How do you feel about your resume?
 - Is there anything you're particularly concerned about?
- Inform them that there's **not just one right way** to write a resume, but that you'll share your suggestions based upon best practice.
- Some key elements to look for include:
 - **One page** (2 pages may be acceptable for grad students with extensive relevant experience).
 - **Easy to read** in 5-10 second glance (font, size, organization, consistency).
 - Bullet points begin with **action verbs** and are focused on **accomplishments** and **transferrable skills** (not just duties).
 - Is it **targeted** for a specific position? Are the **keywords** well integrated?
- Ask the student if they left off any **additional relevant information** (skills, certifications, coursework, projects, volunteer experiences, etc.)?
- Should the student **delete any irrelevant information** (too personal, too long ago or was it in high school, too general, etc.)
- Ask the student **how they feel about the feedback** and whether they have additional questions.
- Provide **resources**:
 - Career Toolkit
 - Virtual Resource Guide
 - Get another resume and/or cover letter critique by a Career Coach

RESUME OUTLINE

Jane Doe

702-300-0000 | jane.doe@gmail.com

Education

University Name

Estimated Grad or Grad Month and Year

Bachelors of _____ in _____

GPA: _____

** GPA is not required*

Work Experience

NAME OF COMPANY

Month Year - Month Year

Position Name

- Support administrative staff with incoming phone calls, data entry, filing, etc.
- Collaborate with other workers to perform administrative duties for the department
- Assist staff in management of projects and activities, handling confidential info
- Develop a system for ordering supplies, performing miscellaneous tasks, etc.

NAME OF COMPANY

Month Year - Month Year

Position Name

- xyz
- xyz
- xyz

Leadership Experience

NAME OF ORGANIZATION

Month Year - Month Year

Position Name

- xyz
- xyz
- xyz

Research Experience

NAME OF LAB or CLASS

Month Year - Month Year

Position or Research Project Name

- xyz
- xyz

Project Experience

NAME OF COURSE/LAB

Semester Year

Project Name

- xyz
- xyz

Volunteer Experience

Organization Name | **Volunteer**

Month Year - Month Year

Organization Name | **Volunteer**

Month Year - Month Year