

Resume Evaluation Form

OVERALL:

- Yes No Does the resume have a clear purpose?
- Yes No Does the resume tell the reader why you are qualified for the job?

CAPABILITIES/SUMMARY OF SKILLS:

- Yes No Does it highlight the key tasks needed by the employer?
- Yes No Does it focus on what you can do to benefit the employer?
- Yes No If this is a technical job, does it demonstrate that you have the appropriate knowledge, competency, or expertise?

FORMAT:

- Yes No Does the resume fill one page without being overcrowded?
- Yes No Is the most important information presented first?
- Yes No Is the resume easy to read with minimal bold, underlining, italics, etc.?
- Yes No Does the resume have any grammar or spelling errors.

EDUCATION:

- Yes No Does your educational background support the position you are seeking?
- Yes No Does the resume include other schools (other than high school) you attended before NWTC?
- Yes No Have you included other training workshops and seminars to further enhance your qualifications?
- Yes No Does it include the institution with its location, graduation date, program, GPA, and relevant course work.

EXPERIENCE:

- Yes No Does the resume include job related accomplishments?
- Yes No Do all of the accomplishments listed clearly support the job you are seeking?
- Yes No Are they presented through the use of powerful and specific action verbs?
- Yes No Does this section explain how your past experience is related to the needs of the new job?
- Yes No Does the resume do an effective job proving that you have the necessary qualifications?
- Yes No Does this section include clinical experience, professional practice, internships or other related experience?
- Yes No Places of work, location, titles, and dates are included for each position.
- Yes No If appropriate, is work experience split into related experience and other work experience categories?

AWARDS, HONORS, & CERTIFICATES:

- Yes No Are these entries professional and relevant?
- Yes No Does it highlight key aspects like certifications or licensure?
- Yes No Are professional associations and professional development opportunities listed on the resume?