

Resume Self-Critique Checklist

For more specific information on resume categories and guidelines, access www.selu.edu/resume

RESUME CATEGORY	NEEDS REVISING?	IF YES, HOW?
FORMATTING	_____	<input type="checkbox"/> Keep to one page by using .7 or .6 margins and/or 10 or 11 pt. font <input type="checkbox"/> Do not use a "resume template" <input type="checkbox"/> Remove underlining, italics, graphics
OBJECTIVE	_____	<input type="checkbox"/> Create an Objective! <input type="checkbox"/> Revise to illustrate skills <input type="checkbox"/> Revise to illustrate both skills & field of interest
EDUCATION	_____	<input type="checkbox"/> Correct degree information <input type="checkbox"/> List city & state of university <input type="checkbox"/> List month & year of graduation <input type="checkbox"/> List minor or concentration <input type="checkbox"/> List GPA (if 3.0 or above) <input type="checkbox"/> List Major Courses and/or Special Class Projects
SKILLS SUMMARY	_____	<input type="checkbox"/> Create a "Skills Summary" <input type="checkbox"/> Expand Skills Summary statements <input type="checkbox"/> Include "transferable skills" <input type="checkbox"/> Use bulleted statements <input type="checkbox"/> Include computer skills
EXPERIENCE	_____	<input type="checkbox"/> List jobs, with most recent first <input type="checkbox"/> List internships as regular jobs <input type="checkbox"/> Start sentences with Action Verbs <input type="checkbox"/> Revise format of job title, company name and location (city & state), employment dates <input type="checkbox"/> Expand on job descriptions by researching current/past jobs on O*Net, OOH, or SIGI3 <input type="checkbox"/> Write descriptions as paragraphs <input type="checkbox"/> Include statement describing company products/services provided
ACTIVITIES & HONORS	_____	<input type="checkbox"/> List student organization names <input type="checkbox"/> List offices held; committees on which served <input type="checkbox"/> List honors/awards/scholarships <input type="checkbox"/> List volunteer experiences