

EVALUATE YOUR RESUME

Remember: The résumé is not a biography. It is a prospectus for the future. Its main task is to convince prospective firms to offer an interview. A résumé should:

- Be eye appealing
- Highlight strengths and minimize weaknesses
- Be logically displayed for a 30-second review

1. Check the “look” of the résumé.

- Hold the résumé at arm’s length and see how it looks.
- Is the page too busy with different type styles, sizes, lines, or boxes?
- Is the information spaced well, not crowded on the page?
- Is there too much “white space”?
- Is important information quick and easy to find?

2. Check the content of the résumé.

- Name is at the top of the first page: highlighted by slightly larger type size, bolding, and/or underlining.
- Address and phone number(s) are complete and correct, with zip and area codes and are well-placed in relation to name.
- E-mail address is professional, current and simple.
- All entries highlight a capability or accomplishment.
- Descriptions use active verbs, and verb tense is consistent; current jobs in present tense; past jobs are in past tense.
- Repetition of words or phrases is kept to a minimum.
- Capitalization, punctuation and date formats are consistent.
- There are NO typos or spelling errors.

3. Check the organization of the résumé.

- Best assets, whether education, experience, or skills, are listed first.
- The page can be easily reviewed: categories are clear, text is indented.
- The dates of employment are easy to find and are in consistent format.
- Your name is printed at the top of each page.

4. Check the format/design of the résumé.

- No more than two type styles appear.
- Type styles are conservative and easy to read.
- Bolding, italics, and capitalization are used minimally and consistently. Do not use underling of headings.
- Margins and line spacing keep the page from looking too crowded.
- Printing is one side of the sheet only; do not use both sides of paper.
- Print on high-quality bond-white or off-white paper (i.e. beige, light gray, or ivory) unless you are in a design field.
- The reproduction is good, with no blurring, stray marks, or faint letters.
- .It is not advisable to put clip are, cartoons or other illustrations on your resume.

5. FINAL THOUGHTS

- If you need to send out photocopies (requested), ensure that the quality of paper is almost indistinguishable for the original.
- Do not fold your resume – buy an 8.5 x 11 envelope