
Resumé Assessment

Ask the following questions when assessing your own resumé or the resúmes of others.

1. Are unique qualities, or personal accomplishments, clearly expressed?
2. Will the reader see and understand the accomplishments presented within the first few seconds of looking at the resumé?
3. Does the resumé address the needs of the target employers by showing that the applicant has solved problems similar to the ones the employers are experiencing?
4. Does the resumé convey the applicant's ability to make an impact by outlining accomplishments in a clear and compelling manner?
5. Does the resumé have a sense of action and movement? Are action verbs used wherever possible?
6. Does the resumé design draw the eye to key information? Is the page clean and uncluttered? Is the resumé easy on the eye?
7. When you read the resumé, are you impressed?