



The Cooperative Education & Placement Services Center

Resume Critique Checklist

- Avoid using resume templates.** They are over-used and show a lack of creativity.
- There is no objective statement.** If you are submitting your resume without a cover letter, then we recommend including an objective statement.
- Objective statement is vague or unclear.** Tailor it to the position or field you are applying.
- Personal pronouns.** Such as I, me and my have been used and SHOULD BE AVOIDED.
- Do not put Expected Graduation May 2008.** This is implied by the date that is listed. Simply put your respective graduation date, (May 2008).
- Months were not used for the dates on the resume.**
- Write out the degree** you are receiving, (e.g. Bachelor of Science, Master of Arts).
- Education and/or Experience are not listed in reverse chronological order.** (start with the most recent degree/experience and work backward).
- Accomplishment statements** do not provide enough information. Elaborate.
- Action verbs should be used correctly.** Start each bullet with an action verb; use present tense for current jobs and past tense for previous jobs.
- Bullets were not used with accomplishment statements in the Experience section.** Bullets aid in readability and the flow of your resume
- Highlight Honors & Extra-Curricular involvement while attending college.** Limit high school information after freshman year.
- Dates should not be used in your resume** at the end of bullet statements and SHOULD BE DELETED.
- List Skills** such as computer applications and languages.
- Including references or stating References Available Upon Request** is not necessary. Provide references on a separate page by request only.
- Periods should not be used in your resume** at the end of bullet statements and SHOULD BE DELETED.
- Resume is not consistent in style and/or format.** For example, the use of font size/style, upper and lower case letters, bullets vs. narrative format, and section formatting.
- Resume length not appropriate** for education and experience.
- Spelling and grammatical errors are present.**
- Indicate city and state** for all institutions and jobs.