Resume Evaluation Checklist

by Kim Isaacs, Monster's Resume Expert

Resumes normally get less than a 15-second glance at the first screening. Use this checklist to make sure your resume is good to go:

FIRST IMPRESSION	Yes	No
Does the resume look original and not based on a template?		
Is the resume inviting to read, with clear sections and ample white space?		
Does the design look professional and not like a simple typing job?		
Is a qualifications summary included so the reader immediately knows the applicant's value proposition?		
Is the length and overall appearance of the resume appropriate given the career level and objective?		

RESUME SECTIONS	Yes	No
Are all sections clearly labeled?		
Are resume sections placed in the best order to highlight the applicant's strongest credentials?		
Is the work history listed in reverse chronological order (earliest job first)?		

CAREER GOAL	Yes	No
Is the career objective included toward the top of the resume in a Headline, Objective or Qualifications Summary section?		
Is the resume targeted to a specific career goal, and not trying to be a "one-size-fits-all-jobs" document?		
If this is a career change resume, is the current objective clearly stated, along with supporting details showing how past experience is relevant to the new goal?		

ACCOMPLISHMENT-ORIENTED	Yes	No
Does the resume include a solid listing of career accomplishments?		
Are the accomplishments quantified by using numbers, percentages, dollar amounts or other measures of success?		
Do accomplishment statements begin with strong and varied action verbs?		
Are accomplishments separated from responsibilities?		

RELEVANCE	Yes	No
Is the information in the resume relevant to hiring managers' needs?		
Does the content of the resume support the career goal?		
Is the resume keyword-rich and packed with appropriate "buzzwords" and industry acronyms?		
Is personal information that is unrelated to the job target omitted (e.g., marital status, age and nationality)?		

APPEARANCE	Yes	No
Does the resume provide a visually pleasing, polished presentation?		
Is the font appropriate for the career level and industry?		
Are there design elements (such as bullets, bolding, lines) to guide readers' eyes through the document and highlight important content?		
Is there a good balance between text and white space?		
Are margins even on all sides?		
Are design elements consistent (e.g., spacing and font size used consistently throughout the document)?		
If the resume is longer than one page, does the second page contain a heading and is the page break formatted correctly?		

WRITING STYLE	Yes	No
Do you avoid using personal pronouns (I, me and my) and write in an "implied" first-person voice?		
Is the "content flow" logical and easy to understand?		
Is the resume error-free (no careless typos and no spelling, grammar or syntax errors)?		