



Critique Sheet for Resumé Writing

Area	Notes	Score (1-10)
Heading: Easy to read? Look professional?		
Qualifications Summary:* Do points address the job description?		
Experience: Are there various action verbs? Is there adequate detail to understand skills gained, level of responsibility and specific accomplishments?		
Skills: Specific Enough? Functional: Grouped well for job description?		
Overall Layout: Easy to read? Formatting consistent? Too much white space? Too crowded? Look professional?		
Effective: Would you interview this applicant?		