

DOES MY RESUME MAKE THE GRADE? Compare your resume to these criteria and find out!

| RESUME CRITERIA | MEETS CRITERIA? | | |
|--|-----------------|----------------------------|----|
| | YES | YES, BUT COULD BE IMPROVED | NO |
| Presentation/Format | | | |
| <ul style="list-style-type: none"> • Easy to read; not too crowded • Ordered effectively – most important categories/information are listed first; reverse chronological order is used when items are dated • Length (one full page ideal; if two pages, the resume is a full two pages) • Standard fonts of 10.5 pt. or larger are used, but no larger than 12 pt. • Uses consistent formatting (i.e., bolding all job titles, listing all dates the same way) • Use of resume template is not obvious; resume is tailored to the individual • Strengths are clearly highlighted | | | |
| Grammar/Spelling | | | |
| <ul style="list-style-type: none"> • Error free and consistent use of grammar (i.e., periods or no periods at the end of phrases) | | | |
| Objective | | | |
| <ul style="list-style-type: none"> • States position and industry sought • Focuses on candidate's strengths and employers' needs | | | |
| Education Section | | | |
| <ul style="list-style-type: none"> • Includes UMBC, degree, anticipated graduation date, major, minor or relevant area of focus • Includes only relevant educational experiences (typically high school and transfer institutions are not included); if multiple schools are included, they're listed in reverse chronological order • Overall and/or major/upper class 3.0+ GPA included; select honors may be included • Includes work statement, if applicable (i.e., Worked 20 hours/week as a full-time student) • Lists a few, select relevant courses, if applicable | | | |
| Experience Section(s) | | | |
| <ul style="list-style-type: none"> • Relevance of each experience and how it supports the objective is clear (i.e., not just a job description or list of responsibilities but detailed accomplishments, strengths and skill development) • Bullet point descriptions begin with strong action verbs and use the correct/consistent tense • Proper format – includes job title, employer/organization, dates, city/state • Relevant/similar experiences are grouped together (i.e., separate sections for Relevant Experience and Other Experience) and may include paid and non-paid experiences (e.g., volunteer, internships, campus involvement); within each section, information is in reverse chronological order | | | |
| Skills Section | | | |
| <ul style="list-style-type: none"> • Relevant skills (e.g., transferable, technical, field-specific) are highlighted, possibly subcategorized • Listed skills are backed up/proven throughout resume | | | |
| Resume Content | | | |
| <ul style="list-style-type: none"> • Content is relevant; supports objective • Strengths and value to offer employer are clear and supported; focuses on employers' needs • May include a summary of Qualifications or Highlights section • Additional categories/information (e.g., Honors, Activities, Leadership, Professional Memberships) are included, if applicable • References are not listed in the body of the resume | | | |