



Here is the excerpt you requested from [The Concise Resume and Cover Letter Guide](#). I hope you find it to be a useful tool for evaluating your resume.

To obtain permission to reprint this Resume Evaluation Checklist, send an e-mail indicating where you would like permission to reprint the Checklist to Ann Hackett at ahackett@questcareer.com.

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Resume Evaluation Worksheet

Use this Resume Evaluation Worksheet to review your resume to identify potential areas for improvement.

Format	Yes	No
Have you used a bulleted format rather than lengthy paragraphs to make your resume as easy to read as possible?		
Have you limited the number of font styles you use in your resume?		
Length		
Have you limited your resume to your most recent 15 years of experience unless there is a valid reason for including prior experience?		
Is your resume no more than 2 ½ pages in length?		
Contact Information		
Does your resume provide multiple means for employers to contact you?		
Have you included on your resume a personal e-mail account rather than your company e-mail address?		
Objective Section		
Does your resume clearly and concisely state the specific type of position you are looking for?		
Professional Summary Section		
If you have a range of experience gained from several positions, are you including a Professional Summary section in your resume?		
Does your Professional Summary section provide a 3-6 sentence summary paragraph highlighting the key points about your experience, key points that will be further expanded upon in your Experience section?		
Does your Professional Summary section highlight what makes you uniquely qualified for your target position?		

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Experience Section	Yes	No
If your employers aren't household names, have you included a brief description of the industry each employer is in and the products or services each provides?		
Have you avoided using company-specific acronyms that will confuse a potential employer?		
Are you starting each resume bullet with an action verb?		
Are you using present tense for resume bullets for your current position and past tense for previous positions?		
Are you using keywords, words specific to your job function and industry that employers will use to electronically search for "matching" resumes, in your resume bullets?		
Have you included quantifiable accomplishments in your Experience section to make your resume as results-oriented as possible?		
Have you tailored your experience to focus on highlighting areas which are relevant to your target position?		
Have you lead with your strongest selling points by organizing your bullets in priority order?		
Skills Section		
Does your resume include your skills with software applications, equipment, and tools relevant to your target position?		
Training Section		
If you have had training that is relevant to your target position, have you included a Training section in your resume?		
Certification or Licenses Section		
If you have certifications or licenses that are relevant to your target position, have you included this information in your resume?		
Education Section		
Does your resume list your most recent education first?		
If you are a recent college graduate, did you list your Education section after your Objective section?		
Volunteer Experience		
Have you included volunteer experience relevant to your target position if you lack significant paid experience?		

Feedback	Yes	No
Have you had a friend or family member proofread your resume?		
Can a friend or family member determine what your target position is as well as why you are uniquely qualified for that position within the first 30 seconds of reading your resume?		
Does a friend or family member find your resume easy to scan quickly for content?		