

How Does Your Resume Rate?

Career Services

Score your resume on a scale of 1-100. 90+ is an A. 80+ is a B. 70+ is a C. No need to go any lower! You can't settle for average, time to edit! As a matter of fact, why settle for anything less than the 115 total possible points?

Points	Criteria
_____ of 10	Did you use a function/skill oriented format to highlight what you can do?
_____ -30 if "no"	If you used an objective, is it specific and tailored to a specific position?
_____ of 10	Is your resume one page?
_____ of 5	Did you put your education section near the top of your resume?
_____ of 10	Did you use action verbs to begin your phrases? (Planned, taught, organized...)
_____ of 5	Did you include the dates for your accomplishments and experience?
_____ -40 for each	Do you have any typos or grammar mistakes?
_____ of 5	Is your resume phrased in the language of the industry/field?
_____ of 10	Is the content relevant for the position you want?
_____ of 5	Is there enough white space?
_____ of 10	Do people want to pick up the resume and look over it?
_____ of 5	Is the information organized into familiar headings so employers can find what they seek?
_____ of 5	Is the type style super easy to read?
_____ -30 if yes	Is there anything negative on the resume?
_____ of 10	Does the resume make you feel proud?
_____ of 10	Is it printed on good quality, light colored paper?
_____ -40 if no	Did you use reverse chronological order on all dated items?
Bonus questions:	
_____ 5 point bonus	For technical/science majors, did you include a list of relevant courses?
_____ 5 point bonus	Does your resume focus on the position you want rather than the process of or steps getting there? (Example: A position as a trainer... or To grow and use my education...)
_____ 5 point bonus	Did you focus on what you can do for the employer rather than what they can do for you?
_____ Total Points	