RESUME EVALUATION CHECKLIST

ASSESSMENT	YES	NO	ACTION STEPS
Resume has a clear focus and contains relevant information toward the intended target. From the summary section through the accomplishments, ensure the employer knows the job being targeted.			
Resume is ATS compatible. The contact info is not in a formal header, it does not use tables, columns, text boxes or graphics.			
Resume is organized, easy to read and has a balance of information and white space. Use bold headings, small pops of color and borders to lead the eye through the resume. Don't overwhelm the reader by keeping all margins at least .6 or larger.			
Resume is free of over-used, generic terms such as "results-oriented," "driven" and "seasoned." Use stories of success and examples of accomplishments to prove the value the candidate brings to the role.			
Resume uses results-focused language and avoids job description terms. Avoid phrases such as "responsible for" and "duties included" and instead start each bullet point of the resume with action words that answer the "so what" question such as saved time, saved money, solved problems, achieved goals, built relationships, increased productivity, and boosted efficiency.			
Resume demonstrates unique value using measurable accomplishments. Use numbers whenever possible to quantify the value the candidate brings to the company or team.			

ASSESSMENT	YES	NO	ACTION STEPS
Resume is free of any red flags that may cause employer discrimination. Remove dates of education that are more than 5 years old, don't go back more than 10-15 years in work history and don't mention disabilities or the need for special accommodations on the resume.			
Resume contains relevant transferable skills. Take the time to assess if the contents of the resume support and prove qualification to do the job. Use past work experience to highlight qualification for the targeted role.			
Resume is error-free, there are no typos, no missed details and no inconsistencies in formatting. Remember that the resume represents how the candidate does the job. If your resume is sloppy and full of errors, employers think that is how they will do the job.			
Resume is no longer than two pages. Unless the job target is doctor, lawyer or professor, two pages are all that is necessary to showcase why and how the candidate is qualified for the job.			