

Résumé Critique

Directions:

1. You will work with a group of three and will trade résumés created for the *Résumé Development Project*.
2. Use the rubric on the next page to critique your classmate's résumé.
3. Write at least two positive comments and one suggestion for improvement.
4. If time allows, trade résumés again and critique the résumé of the other group member.

Positive Comments:

Suggestion(s) for Improvement:

Résumé Critique

	Excellent (10)	Good (7)	Fair (3)	Poor (0)	Score (out of 10) & Comments
Overall Appearance & Organization	<ul style="list-style-type: none"> Consistent layout Appropriate font style/size Easy to follow/scan quickly Important information stands out 	<ul style="list-style-type: none"> Consistent layout Appropriate font style/size Easy to follow/scan quickly Important information may not stand out 	<ul style="list-style-type: none"> Consistent layout Questionable font style/size Not easy to follow/scan Important information hard to recognize 	<ul style="list-style-type: none"> Inconsistent layout Inappropriate font style/size Difficult to read Important information unclear 	
Sections	<ul style="list-style-type: none"> Includes all required sections Most important sections are first Section titles are appropriate and distinct No unnecessary sections included 	<ul style="list-style-type: none"> Includes all required sections Most important sections are first Section titles are appropriate and distinct Unnecessary sections included 	<ul style="list-style-type: none"> Includes all required sections Most important sections not first Section titles are questionable Unnecessary sections included 	<ul style="list-style-type: none"> Does not include all required sections Section order is inappropriate Section titles are confusing Unnecessary sections included 	
Language Used	<ul style="list-style-type: none"> Descriptive Original Concise Direct Focuses on accomplishments 	<ul style="list-style-type: none"> Descriptive Original Concise Indirect Does not focus on accomplishments 	<ul style="list-style-type: none"> Descriptive Unoriginal Verbose Indirect Does not focus on accomplishments 	<ul style="list-style-type: none"> Not descriptive Unoriginal Verbose Indirect Does not focus on accomplishments 	
Absence of Errors	<ul style="list-style-type: none"> No spelling, punctuation or grammar errors 	<ul style="list-style-type: none"> Few spelling, punctuation or grammar errors 	<ul style="list-style-type: none"> Persistent pattern of spelling, punctuation or grammar errors 	<ul style="list-style-type: none"> Widespread spelling, punctuation or grammar errors 	