**Criteria for Resumes**

**FORMAT**
\_\_\_\_\_modern
\_\_\_\_\_adequate white space
\_\_\_\_\_centered horizontally
\_\_\_\_\_centered vertically
\_\_\_\_\_good parallel designs
\_\_\_\_\_correct grammar and spelling
\_\_\_\_\_correct typing
\_\_\_\_\_all info included (address, phone, email)
\_\_\_\_\_good overall organization
**Clarity of job** objective (if used)-- not a vague statement or something obviously copied
**Educational Experience
\_\_\_\_\_**uniform format for all colleges attended
\_\_\_\_\_appropriate use of GPA
\_\_\_\_\_correct chronologically (most recent first for education and experience)
\_\_\_\_\_all needed information given
\_\_\_\_\_coursework appropriately listed and chosen
**Experience Section
\_\_\_\_\_**uniform format for all places of employment
\_\_\_\_\_dates follow in chronological order (recent first)
\_\_\_\_\_parallel structure in listing
\_\_\_\_\_focuses on numbers, concrete information
\_\_\_\_\_good lumping of similar jobs
\_\_\_\_\_uses present tense for present jobs and past tense for past jobs
**Functional Section (if applicable)**\_\_\_\_appropriate titles of skills
\_\_\_\_adequate information
\_\_\_\_parallel structure **Additional Positive Information**\_\_\_\_\_in appropriate place on resume
\_\_\_\_\_relevant to position
\_\_\_\_\_not overemphasizing certain social organizations **References (if applicable) usually listed on separate page, e.g.,
 References for
 John Smith**

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