**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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