

OFFICE OF CAREER AND LEADERSHIP MANAGEMENT

Resume Review Tool

Use this Resume Review Tool to assess how effectively you are communicating your background, skills, and experience in relation to the job or opportunity you are seeking. Refer to the [Resume Guide](#) or [Resume Checklist](#) for additional guidance.

Effective	Needs Work	Notes for Improvement
Overall Appearance, Format, and Content		
<ul style="list-style-type: none"> • Well-organized and easy to skim • Provides a clear, concise picture of professional background, skills, training, and experience • Prioritizes recent and relevant information • Demonstrates a clear connection to the target opportunity • Appropriate in length (1-2 pages) • Free of errors (no typos or grammatical mistakes) 	<ul style="list-style-type: none"> • Formatting is inconsistent or distracting • Content is dense or hard to follow • Key details are missing (e.g., relevant skills, training, and experience) • Not tailored to the target opportunity and appears generic • Too long for experience level or overly verbose • Contains typos, grammatical errors, or awkward phrasing 	
Header / Contact Information		
<ul style="list-style-type: none"> • Name is prominent • Contact information and location (city, state) are clear • Includes LinkedIn or professional online profile link (optional) 	<ul style="list-style-type: none"> • Name is not prominent or consistent with other application materials • Missing phone, email, or location • Includes personal details (e.g., photo, birthdate) 	

Education		
<ul style="list-style-type: none"> • Includes degrees and dates attained or expected • Uses correct degree designation (e.g., “Master of Science in Social Work” or “MSSW”) and relevant specialization • Highlights applicable, specialized training or relevant coursework taken outside the standard curriculum 	<ul style="list-style-type: none"> • Missing or unclear degree information • Misrepresented degree titles (e.g., “Master of Science in Social Policy/Leadership/Entrepreneurship”) • Includes irrelevant or old details (e.g., standard coursework, high school) • Takes up excessive space (e.g., more than half a page) 	
Experience		
<ul style="list-style-type: none"> • Lists organizations, job titles, locations, and dates in reverse order • Uses action-oriented, results-focused bullet points (shows vs. tells) • Provides a clear description of scope, responsibilities, and impact of work • Highlights relevant knowledge and skills (e.g., exposure to or experience with specific populations, settings, systems, policies, practices, issues, interventions) • Incorporates industry-specific keywords 	<ul style="list-style-type: none"> • Missing key details, including practicum or relevant volunteer work • Written in long, narrative form • Focuses on duties rather than measurable results or impact • Uses passive or vague language (e.g., “responsible for,” “assisted”) • Lacks specificity on communities served, knowledge and skills used, or issues addressed • Lacks evidence of key competencies and qualifications • Includes jargon or unclear terminology 	
Skills and Certifications		
<ul style="list-style-type: none"> • Lists applicable language and technical skills, with proficiency levels • Includes relevant certifications, training, and licensure 	<ul style="list-style-type: none"> • Lists generic skills (e.g., organization, communication, teamwork) • Includes irrelevant or excessive certifications and training 	