

Evaluate Your Resume

For each feature that your resume includes, give yourself the number of points listed next to that feature.

Add your total then compare it to the scale to see how your resume rates.

- (5) One page, including references
- (3) Employment from more than 10 years ago is excluded
- (2) All four margins are at least .75 inches
- (2) Your name is the largest font on the page
- (2) Header features a link to your online demo and resume
- (1) Header includes city and state but no street address
- (1) Phone and email are not labeled
- (2) There is no objective
- (2) There is no summary
- (3) Uses bullet points
- (3) The experience section is listed first
- (3) References are included
- (2) You use three industry references – no more, no less
- (1) Reference email addresses are not listed
- (2) Bold and underlined text is used only for section headings

_____ *total score*

How does your resume rate?

0–19

Your resume is doing more harm than good.

20–26

Your resume needs work.

27–34

Your resume is helping you in the job market. Well done!

*If your resume scored 26 points or less, follow **16 Steps to Building a Killer Resume** to revise your resume and raise your score.*