

BLM # 8

AVI10 Résumé Assessment Checklist

Once you have had your résumé edited by one of your peers, type and print a copy for assessment. Include this form with your résumé.

Name: _____ **Peer Editor:** _____

Criteria:	Exactly	Mostly	Some	Limited
Name is bold, clear and near the top of the page				
Accurate contact information				
Includes a professional employer-friendly email address				
Free from spelling or grammatical errors				
Consistent, clear verb tenses: current work or in the past?				
Uses action verbs to describe your activities				
Includes something unique to catch attention				
Résumé includes all recommended sections				
Résumé is rearranged, beginning with strongest sections (What does strongest mean?)				
Résumé highlights accomplishments				
Consistent fonts				
Consistent formatting for dates and headings				
Consistent spacing				
Consistent punctuation, if any				
Résumé is not cluttered and easy to read				
Résumé is one page				
Art skills or activity presented on the résumé				
Self-Reflection: Think of an extracurricular art activity you will commit to this year which will help to bolster your résumé:				

Comments: