Resume Evaluation Form

Student Name: _____ Date: _____

Job Applying For (If Applicable): _____ Major: _____

General Guidelines	Acceptable	Needs Changes
1 – 2 pages in length		
Not in template, no pictures, and no colors other than black		
Format balanced and easy to read (ex. consistent alignment)		
Consistent and appropriate font size (10 – 12 pt) and style (ex. italics)		
No personal pronouns (ex. "me" or "I")		
Consistent and proper punctuation		
Appropriate tenses (present for current and past for past)		
No spelling or grammar errors		
No references listed in resume document		
Comments		

Contact Information	Acceptable	Needs Changes	N/A
Name in appropriate font size and style (14-18 pt)			
City and state listed without street address			
Phone number and PROFESSIONAL email address (preferably my.westga)			
LinkedIn, personal website, and/or portfolio URL (optional)			
No active hyperlinks			
Comments			

Summary or Profile Statement (Optional, but Highly Recommended)	Acceptable	Needs Changes	N/A
Describes transferrable and/or soft skills			
3-5 sentences in length			
Comments			

Education	Acceptable	Needs Changes	N/A
Degrees, earned and currently earning, listed in reverse chronological order			
Degrees spelled out ("Bachelor of Arts in X Major", not "BA")			
Degrees emphasized using font style (ex. bold)			
City and state of each institution			
Month and year of graduation, without "expected" or "projected"*			
GPA (if 3.0 or above)*			
High school not listed*			
Comments			

Experience	Acceptable	Needs Changes	N/A
Listed in reverse chronological order (most recent first)			
Include related paid, unpaid, full, part-time, volunteer, and/or practicum			
Titles emphasized using font style (ex. bold)			
City and state of each employer (not full address)			
Month and year of employment (not dates)*			
No supervisor's name, salary, job type, etc.			
Accomplishment statements in bullets (not paragraphs)			
Action verbs begin accomplishment statements (ex. managed, implemented)			
Describes job accomplishments and specifics (ex. $ managed, # supervised)			
Comments			

Skills (Optional)	Acceptable	Needs Changes	N/A
Proficient computer/software skills			
Transferrable skills (ex. sales, customer service)			
Additional languages spoken, with proficiency (ex. conversational, fluent)			
Comments			

Other Categories (Optional)	Acceptable	Needs Changes	N/A
Honors/awards			
Extracurricular activities			
Volunteering/community service			
Certifications/licenses			
Course work/projects			
Research/publications			
Presentations			
Affiliations (ex. clubs, professional organizations)			
Other			
Comments			

Exceptions may apply in certain cases.

Status and Recommendations	
Approved for WolfWorks Submission, no recommendations	
Approved for WolfWorks Submission, with suggestions for improvement	
Denied for WolfWorks Submission, resubmit after making corrections	
Denied for WolfWorks Submission, call 678-839-6431 to set up a resume appointment.	
Additional Information	

NAME
City, ST Zip
C: 555.123.4567
E: abcdefg@my.westga.edu

CAREER PROFILE

Can be thought of as a "mini" version of the cover letter. Presents an opportunity to display your transferable and soft skills effectively and summary of relevant experience. Ideal section to work key strengths into your resume and desired career goals. Usually about 3-5 sentences in length. Include foreign language proficiency if applicable.

EDUCATION

UNIVERSITY NAME, City, ST   Semester Year
DEGREE, Major (GPA ?.?/4.0)
- Dean's List: Semester Yr (Optional)
- Student Organization (Optional)
- Study Abroad (Optional)

EXPERIENCE

COMPANY NAME, City, ST   Month Year - Present
Title
- Include paid, unpaid, and internship experience in this section
- Accomplishment statements begin with action verbs
- They describe specifics of what you do/did at your job and should take up most of a line
- Try not to repeat action words, at least in same position
- Quantify accomplishments when possible with numbers and percentages

COMPANY NAME, City, ST   Month Year - Month Year
Title
- Don't say what you were *responsible for* but highlight what you did and how you did it
- Do not use periods to end bullet statements
- Use appropriate tense (past for past jobs, present for current)
- Put consistent effort into bullets for all experiences, and use 3-5 bullets per experience

OTHER CATEGORIES (OPTIONAL)

Organization or Project Name
Semester Year
- This section could be for organizations, if you participate in 3 or more
- Could be course work or projects relevant to job applying for
- Other involvements (church service, tutoring, leadership, HS involvements for Freshmen ONLY)

ADDITIONAL INFORMATION

Volunteer experience: List organizations, separated by commas
Awards: Award with Month Year
Technology skills: Computer skills with proficiency (Microsoft Word, Excel, Access, PowerPoint, Adobe Illustrator, Dreamweaver)