1. Is the resume more than one page?

2. Does the name of the individual stand out? Is it prominent enough in font size to easily see?

3. Are the contact details of the resume owner easy to find? Do the contact details include:
   a. Email Address – Is the email address appropriate for business contacts?
   b. Contact Phone Numbers (cell phone and/or home phone)

4. Does the resume include a mailing address? Advise them to delete it.

5. Is the structure of the resume organized and easy to follow? If so, why? If not, what should they change to make the resume flow better?

6. Do the resume sections follow the below order?
   a. Objective
   b. Education
   c. Professional Experience
   d. Consulting Experience
   e. Computer Skills
   f. Certifications
   g. Languages

7. Does the resume have an "objective"? Is the objective specific for the type of job they want to garner? Does it also describe what the person hopes to do for the company? Is the objective too generic?

8. Does the "Education" section follow the "Objective"? Does it list the name of the degree spelled out and include the major? Does it have the anticipated graduation date (month/year) when the individual will graduate in the future? Does it list the name of the college/university where the individual attended and the city/state where the university is located?

9. Are the job listing in the "Professional Experience" in chronological order (most current on top to the oldest)?

10. Does each job listed under "Professional Experience" have the following items?
    a. Company Name
    b. City/State location of company
    c. Length of Employment
    d. Title
    e. Department where individual worked (if needed to clarify in situations of multiple positions at the same company)
    f. Bullets with description of duties

11. Do the bulleted descriptions in the "Professional Experience" section use strong action verbs? If not, which verbs come across as passive in nature?

12. Are the bulleted descriptions in the "Professional Experience" section qualified with numbers, percentages, dollar amounts, etc. to paint a picture of what the person achieved in that position? If not, where would you suggest they add them?

13. Does each job listed provide month / year dates for the duration of the position?

14. Are there more than seven (7) bulleted descriptions under any given job?

15. Are there run-on sentences in the bulleted descriptions?

16. Does the resume include a "consulting" section? If so, do the job listings under the consulting section follow the same formatting as the jobs listed in the "professional experience" section?

17. Does the resume include a "Computer Skills" section? Are the computer skills delineated, i.e. Word, Excel, etc.?

18. Does the resume include a "Certifications" section? (This typically only applies to teachers, and/or IT and accounting professionals; professions that require certifications and credentialing in addition to a Bachelor's degree.)

19. Does the resume include a "Languages" section? If so, is the proficiency level (i.e. native, proficient, conversational, etc.) indicated for each language?

20. Is the formatting consistent throughout the resume?