The Sierra Group

Resumes that Sell: Rate Your Resume

Use this form to rate your resume or to allow your friends to rate your resume. Grade the resume in each of the categories as either Excellent, Average or Poor. Write in suggestions for improvements.

	Excellent	Average	Poor	Improvement
Is resume error free (typing errors, spelling or poor word usage)				
Is objective statement focused, but not too narrow?				
Are there quantitative terms used to stress accomplishments?				
Does it stress accomplishments over skills and duties?				
Is the resume clear? Is it easy to get a "picture" of qualifications?				
Is irrelevant personal information left out?				
Does it avoid self-evaluation?				
Is the language clear and understandable?				
Does it emphasize benefits for a potential employer?				
Does it make the reader want to read it?				
Is it well printed on good professional looking stock?				
Does the layout invite attention?				
Do strong points stand out?				
Is industry/product-line of past employer clear?				

Do the sentences begin with action words?				
Is it to the point and clear?				
Does it sell the writer's problem solving skills?				