

## RESUME PEER REVIEW QUESTIONS

### APPEARANCE

- 1) Is the resume easy to scan and do important items stand out at first glance? What should be changed?
- 2) Is the layout/format pleasing and symmetrical? If not, what needs to be improved?
- 3) Does it fit comfortably on the page (not squished or too spread out)?
- 4) Does the resume use headings, **bold** and *italics* effectively for emphasis (try to avoid underlining)? If not, explain.
- 5) Is the resume easily readable (no paragraphs, overlong sentences, obscure fonts)? Did you have trouble following anywhere?

### APPROACH and CONTENT

- 1) Is the resume set up in reverse chronological order throughout? Note where it should be changed.
- 2) Is resume sequenced in order of importance and relevance to the reader? If not, explain.
- 3) Does it include any extraneous information, or does it need to include information that is left out? Where?
- 4) Is the most important information located on the left hand side of the page (no dates!) and near the top of sections where possible? Identify any parts that could be better placed.
- 5) Does the information given support the objective? Explain.
- 6) Does the resume avoid generalities and supply specific details and information to support the claims? If not, where should they be added?
- 7) Are results quantified where possible (number of awards, sales targets)?
- 8) Do bulleted items start with action verbs? If not, suggest some.