

## Rate your Resume

- |   |     |    |
|---|-----|----|
| 1. Does your resume include a Summary of Qualifications?              | Yes | No |
| 2. Does your resume include an Objective statement?                   | Yes | No |
| 3. Does your employment history include bullet points?                | Yes | No |
| 4. Do you list your responsibilities for the positions you have held? | Yes | No |
| 5. Does your resume include memberships and affiliations?             | Yes | No |
| 6. Does your resume include hobbies and personal information?         | Yes | No |
| 7. Does your resume include quantifiable accomplishments?             | Yes | No |
| 8. Do your dates of employment include both months and years?         | Yes | No |
| 9. Does your resume include information about your soft skills?       | Yes | No |
| 10. Do you include your references on your resume?                    | Yes | No |

### Scoring your responses:

If you answered “YES” to questions 1, 3, 5, 7, and 9 - congratulations, you are headed in the right direction with your resume.

If you had two or more “NO” answers to questions 1, 3, 5, 7, and 9 – or if you had two or more “YES” answers to questions 2, 4, 6, 8, and 10 – our resume training program will show you how to put together a high quality, professional looking resume. Our program also includes a complimentary, personal review of your resume and a phone feedback session with one of our consultants.