Resume Evaluation

☐ **Contact Information** – Provided and easily readable

☐ **Objective Statement** – Not overly restrictive but indicates interests. Clearly state:

  ☐ Position Type (summer internship, semester co-op, full-time, networking)
  ☐ When looking to start (2018 summer, spring semester, etc.)
  ☐ Field of interest and/or major

☐ **Education Section** – includes institution, degree, expected grad date and GPA

☐ **Employment, Academic Projects, Leadership/Activities, and Volunteering Sections** used to highlight transferable skills, knowledge and positive character traits
  ☐ Bullet statements used to make it easy for recruiters to quickly scan the resume
  ☐ Action verb starts each statement
  ☐ Keywords from job postings and industry jargon used
  ☐ Positive impact of work noted when possible

☐ **Skills Section -** Software, programming languages, and engineering tools listed

☐ **Appearance and Format**
  ☐ Well-organized with bolding, lines, italics or other elements to guide the reader
  ☐ A good balance of text and white space
  ☐ Formatting is consistent (text alignment, section titles, dates, etc.)
  ☐ Reverse chronological order (most recent first) for each section
  ☐ Correct tense is used. Either all past-tense or present-tense for current work and past-tense for completed experiences
  ☐ Length - 1 page for undergrads (longer resumes are acceptable outside of career fair), 2-3 pages is ok for grad students

☐ **Error free** (spelling/grammar) – Have several additional people proofread to catch all errors

☐ **What not to include:** photo, personal/discriminatory information, pronouns (e.g., I, my, him, she, they, we, etc.), references

If improvements are needed, please see our resume advice: www.engineering.iastate.edu/ecs, or schedule an appointment through your CyHire account: https://shibboleth-iastate-csm.symplicity.com/sso/