

Self-Review	2nd Review	
CONTACT INFORMATION		
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, phone, professional email, LinkedIn URL (optional), portfolio link (optional)
EDUCATION		
<input type="checkbox"/>	<input type="checkbox"/>	Name of school and location (ex. Meadowdale HS, Lynnwood, WA)
<input type="checkbox"/>	<input type="checkbox"/>	Expected date of graduation with month and year (ex. expected June 2021)
<input type="checkbox"/>	<input type="checkbox"/>	Study Abroad experience (optional)
<input type="checkbox"/>	<input type="checkbox"/>	GPA (optional); listed to two decimal points, and reflect cumulative GPA (ex. GPA: 3.60)
EXPERIENCE		
<input type="checkbox"/>	<input type="checkbox"/>	Experience includes title/role, organization name, location, and dates employed/involved
<input type="checkbox"/>	<input type="checkbox"/>	Bullet points start with action verbs (not "responsible for" or "duties included"); includes specific examples to emphasize transferrable skills and knowledge, and describes key accomplishments and contributions (ex. Initiated and facilitated weekly after-school group for 8 behaviorally challenged youths in grades 9-12)
<input type="checkbox"/>	<input type="checkbox"/>	Verb tenses are consistent - present tense is used to describe current roles/positions and past tense is used to describe previous roles/positions
<input type="checkbox"/>	<input type="checkbox"/>	Personal information (gender identity, birth date, age, race, marital status) is NOT included
<input type="checkbox"/>	<input type="checkbox"/>	Personal pronouns, such as "I", "Me", "My", "We", and "Our" are NOT used
PUNCTUATION		
<input type="checkbox"/>	<input type="checkbox"/>	Use of punctuation is consistent - if you used periods at the end of your phrases, make sure they are at the end of all phrases; exclamation points are not used
<input type="checkbox"/>	<input type="checkbox"/>	Punctuation used to separate information is consistent
<input type="checkbox"/>	<input type="checkbox"/>	There are no commas between month and year or semester and year (ex. November 2014)
GRAMMAR		
<input type="checkbox"/>	<input type="checkbox"/>	All verbs in each specific experience are in the same tense - current position/roles should be in the present tense; past tense positions/roles in past tense
<input type="checkbox"/>	<input type="checkbox"/>	Date format can include month, semester or season, but be consistent throughout the resume; capitalize seasons when associated with a date (ex. 11/2014; November 2014)
FORMAT		
<input type="checkbox"/>	<input type="checkbox"/>	Number of spaces between categories or items is consistent
<input type="checkbox"/>	<input type="checkbox"/>	There is plenty of white space - your resume is not overcrowded
<input type="checkbox"/>	<input type="checkbox"/>	Margins are appropriate (between 1 inch and 1/2 inch) and consistent
<input type="checkbox"/>	<input type="checkbox"/>	The font style and spacing is the same throughout the resume
<input type="checkbox"/>	<input type="checkbox"/>	Use bold italics, capitalization to make important items stand out - be consistent
<input type="checkbox"/>	<input type="checkbox"/>	Headings stand out from the text (using bold, italics, capitalization, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Your name is larger than the rest of the text
<input type="checkbox"/>	<input type="checkbox"/>	Font size is between 10-12 point font
<input type="checkbox"/>	<input type="checkbox"/>	Resume is one page for entry level, 2-3 for mid-career, 3+ for management, 3-5+ Federal
<input type="checkbox"/>	<input type="checkbox"/>	There are no photos included; graphics and color are optional for creative industries
ADDITIONAL SECTIONS		
<input type="checkbox"/>	<input type="checkbox"/>	Profile / Summary (optional): 3-5 sentence fragments; clear statement that targets a specific position, role, job function, organization or industry; focused on what you can offer to the reader
<input type="checkbox"/>	<input type="checkbox"/>	Awards / Honors : includes the official name for each honor or award and official name of organization or group
<input type="checkbox"/>	<input type="checkbox"/>	Activities / Community Service / Volunteer Experience : includes official name of each organization, city and state, position or leadership role help, dates of involvement; does not use acronyms unless defined within the resume
<input type="checkbox"/>	<input type="checkbox"/>	Skills / Qualifications : languages, publications, research projects, computer program (list software / languages), tools / equipment, military service, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Academic Experience / Related Coursework / Related Projects : includes title of the course and/or project and the semester completed; does not include course #, identifies independent versus group, role within the group, applicable skills / knowledge, and any specific technical skills