

Center for Career Planning & Placement (CCPP)

Career Readiness Program 12/13

SELF ASSESSMENT FORM

OVERALL:	Yes	NO
Does the resume have a clear purpose?	☐	☐
Does the resume tell the reader why you are qualified for the job?	☐	☐

CAPABILITIES/SUMMARY OF SKILLS:	Yes	NO
Does it highlight the key tasks needed by the employer?	☐	☐
Does it focus on what you can do to benefit the employer?	☐	☐
If this is a technical job, does it demonstrate that you have the appropriate knowledge, Competency, or expertise?	☐	☐

FORMAT:	Yes	NO
Does the resume fill one page without being overcrowded?	☐	☐
Is the most important information presented first?	☐	☐
Is the resume easy to read with minimal bold, underlining, italics, etc.?	☐	☐
Does the resume have any grammar or spelling errors?	☐	☐

EDUCATION:	Yes	NO
Does your educational background support the position you are seeking?	☐	☐
Have you included other training workshops and seminars to further enhance your qualifications?	☐	☐
Does it include the institution with its location, graduation date, program, GPA, and relevant course work.	☐	☐

EXPERIENCE:	Yes	NO
Does the resume include job related accomplishments?	☐	☐
Do all of the accomplishments listed clearly support the job you are seeking?	☐	☐
Are they presented through the use of powerful and specific action verbs?	☐	☐
Does this section explain how your past experience is related to the needs of the new job?	☐	☐
Does the resume do an effective job proving that you have the necessary qualifications?	☐	☐
Does this section include clinical experience, professional practice, internships or other related experience?	☐	☐
Places of work, location, titles, and dates are included for each position.	☐	☐
If appropriate, is work experience split into related experience and other work experience categories?	☐	☐

AWARDS, HONORS, & CERTIFICATES:	Yes	NO
Are these entries professional and relevant?	☐	☐
Does it highlight key aspects like certifications or licensure?	☐	☐
Are professional associations and professional development opportunities listed on the resume?	☐	☐

- based on a similar Resume Evaluation Form format from NWTC, USA