Resume Peer Review

Reviewer Name: _____
Resume Creator Name: _____
Date: _____

Major Sections (Make notes on page or below about issues)

☐ Personal Information is Present (*Name, Address, Phone, and Email*)

☐ Email is appropriate for audience and purpose

☐ Resume contains both an Education and Work Experience section

☐ Education Section provides following (*Name of School, location, topics studied, GPA {if above 3.0}, honors, relevant courses, dates attended, expected graduation date*)

☐ Is education listed in reverse chronological order? (*most recent first*)

☐ Work Experience provides following (*Name of Employers, job title, job duties, dates worked, and location*)

☐ Is work listed using action verbs? Is the work listed in reverse chronological order? Should any of the jobs be emphasized or downplayed?
   Suggestions: _____

☐ Does the order of the sections seem to make sense? Would you suggest a change in the order to highlight certain strengths of the individual?
   Suggestions: _____

☐ Are optional categories included (*ex: Awards/Achievements, Volunteering, Extracurricular Activities, or Skills*)

☐ Are the optional categories organized clearly? Do they follow the formatting of the rest of the resume? Are the descriptions clear and specific?
   Suggestions: _____

☐ Does the person have a "references" section?

☐ Does it say "Available on request"?

Check Formatting (Make notes on page or below about issues)

☐ Formatting: Only 1 page

☐ Formatting: Consistent use of fonts and font size

☐ Formatting: Section headings that stand out

☐ Formatting: Easy to scan

☐ Formatting: clearly organized

☐ Formatting: Looks professional

You are encouraged to offer more feedback on the back of this page
♣Teacher comments & score on back♣

List three best qualities of the draft:

1. _____

2. _____

3. _____

List three suggestions for revision:

1. _____

2. _____

3. _____

Final Step: Go back and circle or mark any misspellings, awkward phrases/sentences, out of order information, or other visible mistakes.

Additional Peer Review Comments:

Overall Teacher Comments:

[Type text]