



# Rate Your Resume

To evaluate your resume's potential, ask yourself the following:

YES	NO	
		1. By scanning your resume for 10 seconds, can you clearly determine a specific job goal and the relevant value offered toward that goal?
		2. Does your resume convince you that you are qualified for your job target(s) in the first 1/3 of the first page?
		3. Is the page layout of the resume pleasing to the eye and attractive? Do you want to read it?
		4. Have you used a font and style that are computer scannable in the resume? (Note: most templates are not scannable).
		5. Does the resume have ALL the necessary "keywords" and phrases to survive an ATS scan? Are the keywords easily located for visual review in the resume?
		6. When you look at the resume, do you get excited about the value of your qualifications, or does it just look bland or like all the resumes you've seen?
		7. Does the resume quantify and qualify your achievements, challenges, and results instead of sounding like a laundry list of responsibilities?
		8. Are you aware of what valuable information you may have left out or taken for granted in your resume?
		9. Is there anything that could be construed as negative such as a lack of results, too long or too short positions, breaks in work history, or a too-long career track?
		10. Does your resume really sell YOU?

If you answered "no" to even one question, then your resume is not selling you at the level it should. Go back to the drawing board or seek the assistance of a CDI certified professional at <https://careerdirectors.com/find-a-career-professional/>.