

Résumé Editing Guidelines

Directions: Read your peer's résumé, then answer the questions below. Be as specific as possible in your responses; the more detailed your comments, the more helpful they will be.

1. Glance quickly at the *résumé* (5-10 seconds). Without looking again, what information jumped off the page?

2. Does the *résumé* contain the following required information:

- Name and contact info
- Education
- Work experience
- Extracurriculars/Leadership Experience

What additional sections (if any) did the author choose to include?

3. List at least five action verbs used by the author. Circle any weak verbs on the author's *résumé*.

4. Overall, how would you rate the formatting of this *résumé*? (e.g., are the different sections clear, are descriptions concise, does the author make use of different fonts/styles to differentiate information?)

5. Based on the skills/experience listed, what sort of jobs may suit your peer? Why?