



RESUME SELF-ASSESSMENT TOOL

To review your own resume, make sure the answer to all of these questions is: YES!

● *Format:*

- Is font and font size consistent throughout your resume? (The only text that should be larger in size is your name at the top).
 - 14-16 size font for your name, bolded text
 - 11-12 size font for your phone number, email, and LinkedIn URL
 - 10.5-12 size font for body text
- Does the format of your resume make the document easily scannable?
- Is your resume 1 page in length? (Most student resumes should be one page, unless your industry of study/interest requires extensive description of projects or tech-based capabilities).

● *Intro:*

- Is your name clear and the most noticeable item at the top of your page?
- Is contact info right below your name? (email, phone number, LinkedIn profile link)
- Is the city/state listed as your address the same city/state that you are looking to work in or where you plan to reside in the future? (Even if you are from somewhere else, include the city/state of where you are looking for work, particularly if this is where you are currently living so that the employer viewing your resume knows where you are based.)

● *Education:*

- Is your "Education" section next?
- Does your "Education" section list your expected graduation date if you are currently a student (example: expected graduation 2026)?
- Have you included your school and your major(s) and minor(s)?
- Is your GPA listed, if it's over a 3.0?
- Have you included relevant coursework, if those courses will be important for the role you're applying to or if they are fundamental to your professional development so far?

● *Experience:*

- Does your "Experience" section come next?
- Are your experiences listed in reverse chronological order (most recent at the top, moving backwards in time)?
- Did you include the month/year dates of when you completed these experiences?
- Did you format your current experience/role as (start month/year) – present?
- Have you included relevant work, internship, volunteer, and mentorship experiences (and not only limited this section to work experience) that are directly related to the path you are pursuing?
- Did you include 2-3 Accomplishment Statements under each experience, highlighting your role?
- Are your Accomplishment Statements in the following 3-part format?
 - impactful verbs, diversifying which verbs you are using to avoid repetition (ex: led, developed, spearheaded. Avoid "participated" or "attended" if you had a more active role in the process.)
 - project you completed / problem you solved in your role
 - result / the impact you had / the benefits of you being in this role (with percentages or other metrics that show the result in numeric form)

● *Skills:*

- What are the top 3-5 skills you are hoping to demonstrate on your resume, and have you put them first on your skills list?
- Have you researched Transferable Skills, and included transferable skills that you have that you have already developed and will need to demonstrate in your next role?
- Does your "Skills" section feature Hard Skills which are learned through formal training or practice (ex: public speaking, data analysis, customer service, project management, editing), rather than Soft Skills which are more about character traits (ex: communication, hard-working, etc.)?

● *Technology:*

- Do you have a separate "Technology" section from your "Skills" section?
- Does this list include both common tech skills, such as Google Suite (Docs, Sheets, Slides, Forms, etc.) + Microsoft Suite (Word, Excel, PowerPoint, etc.), as well as tech skills specific to the role / industry you're interested in?

● *Overall Reflections:*

- Does your resume tell a clear story about what you have done and what you would like to do? If someone who doesn't know you reviews your resume, will they understand what you are interested in and why you are qualified?
- What questions or concerns do you have about your resume? Which areas would you like to further explore through the DePaul Career Library or through a visit to the LPC Career Center (SAC 192) or the Loop Career Center (9th floor of the DePaul Center)?