

Resume Evaluation Form

Student Name: _____ Date: _____

Job Applying For (If Applicable): _____ Major: _____

General Guidelines		
	Acceptable	Needs Changes
1 – 2 pages in length		
Not in template		
Format balanced and easy to read (ex. consistent alignment)		
Consistent and appropriate font size (10 – 12 pt) and style (ex. italics)		
No personal pronouns (ex. “me” or “I”)		
Consistent and proper punctuation		
Appropriate tenses (present for current and past for past)		
No spelling or grammar errors		
No references listed in resume document		
Comments		

Contact Information			
	Acceptable	Needs Changes	N/A
Name in appropriate font size and style (14-18 pt)			
City and state listed without street address			
Phone number and PROFESSIONAL email address (preferably my.westga)			
LinkedIn, personal website, and/or portfolio URL (optional)			
No active hyperlinks			
Comments			

Summary Statement (Optional, but Highly Recommended)			
	Acceptable	Needs Changes	N/A
Describes transferrable and/or soft skills			
3-5 sentences in length			
Comments			

Education			
	Acceptable	Needs Changes	N/A
Degrees, earned and currently earning, listed in reverse chronological order			
Degrees spelled out (“Bachelor of Arts in X Major”, not “BA”)			
Degrees emphasized using font style (ex. bold)			
City and state of each institution			
Month and year of graduation, without “expected” or “projected”*			
GPA (if 3.0 or above)*			
High school not listed*			
Comments			

Experience			
	Acceptable	Needs Changes	N/A
Listed in reverse chronological order (most recent first)			
Include related paid, unpaid, full, part-time, volunteer, and/or practicum			
Titles emphasized using font style (ex. bold)			
City and state of each employer (not full address)			
Month and year of employment (not dates)*			
No supervisor's name, salary, job type, etc.			
Accomplishment statements in bullets (not paragraphs)			
Action verbs begin accomplishment statements (ex. managed, implemented)			
Specific numbers to show value to employers (\$ managed, # supervised)			
Comments			

Skills (Optional)			
	Acceptable	Needs Changes	N/A
Proficient computer/software skills			
Transferrable skills (ex. sales, customer service)			
Additional languages spoken, with proficiency (ex. conversational, fluent)			
Comments			

Other Categories (Optional)			
	Acceptable	Needs Changes	N/A
Honors/awards			
Extracurricular activities			
Volunteering/community service			
Certifications/licenses			
Course work/projects			
Research/publications			
Presentations			
Affiliations (ex. clubs, professional organizations)			
Other			
Comments			

**Exceptions may apply in certain cases.*

Status and Recommendations	
Approved for WolfWorks Submission, no recommendations	
Approved for WolfWorks Submission, with suggestions for improvement	
Denied for WolfWorks Submission, resubmit after making corrections	
Denied for WolfWorks Submission, call 678-839-6431 to set up a resume appointment.	
Additional Information	