**STEP 1:** Talk to your reviewer and express if you have any concerns about your resume that you would especially like feedback on.

**STEP 2:** Read your group mate’s job posting. Then, pretend to be a busy hiring manager who has less than one minute to assess the resume and your group mate’s suitability for the position. Would you bring this person in for an interview? Give your first impressions.

**STEP 3: Now, read through and mark-up the resume with the following questions in mind. Once you have finished it, have a conversation with the writer about your edits, addressing each section.**

**Format & Design**

1. Do the formatting and design choices make the document easy to read? Does the important information stand out? Comment on the writer’s use of white space, font, font size and style, etc.

**Education & Honors**

1. Does the writer begin with his/her most recent educational experience (UNC)?
2. Does the writer include the degree expected, major/minor, expected date of graduation, and GPA?
3. Does the writer include academic honors such as the Dean’s List, scholarships, and honor societies?

**Experience**

1. Does the writer separate his/her experience into sub-categories such as “Leadership Experience,” “Teaching Experience,” etc.? If yes, does structure of the resume serve to emphasize the job qualifications listed in the job posting?
2. Are the title, name of organization, location, and dates listed for each position?
3. Does the writer emphasize responsibilities, skills, and accomplishments appropriate to the position he/she is applying for?
4. **Do the bullet points lead with strong, specific action verbs? (hint: “help,” “responsible for,” “worked at” are too generic).**
5. **Do the bullet points contain any information that can be quantified?**
6. **WHICH BULLET POINTS WOULD MOST BENEFIT FROM BEING REWRITTEN?**

**Skills**

1. Are foreign languages, computer skills, and other relevant skills included? Ensure that the level of fluency/proficiency is stated with language and computer skills.

**Volunteer Activities**

1. Are the organizations, dates, skills, and abilities listed for each activity? Be sure he/she notes offices held and/or committee involvement.
2. Should any of these activities be moved into a specific experience category (i.e. leadership experience)?

**Optional Sections (Job Objective, References, Interests)**

1. Does the writer’s use of these sections help to show that he/she is a good fit for the position?