

Critical Job Skills

RESUME – PEER REVIEW

STUDENT INFORMATION

Name of Student Being Reviewed: _____

Your Name: _____

Date: _____

Review Date: _____

REVIEW GUIDELINES

Complete this peer review, using the following scale:

- NA** = *Not Applicable*
- 1** = *Unsatisfactory*
- 2** = *Marginal*
- 3** = *Meets Requirements*
- 4** = *Exceeds Requirements*
- 5** = *Exceptional*

EVALUATION

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
Heading is centered. Name is bold & prominent. All contact information is given. Email is not hyperlinked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Objective is a complete sentence. It tells what the person can do to benefit the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education is listed in reverse chronological order. Contact information is given as well as the date the institution was attended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Three types of skills are listed—job specific, transferrable, and self-management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work/Volunteer Experience lists job title, for whom the person worked, duties and dates worked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities & Honors show the person is more than just a couch potato.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References section on main page states: Available upon request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference page has the same exact header as the resume page. Three references are listed with contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action verbs (sizzle & buzz) words are used throughout the resume.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: