

Resume Review Feedback Form



Provided to you by the
Career Development Association of Australia
Australia's leading career development network

Prepared by Rebecca Fraser PCDA
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Appearance		
	OK	Needs Improving
Consistent use of text and formatting	<input type="checkbox"/>	<input type="checkbox"/>
Well organised with the most appropriate information first	<input type="checkbox"/>	<input type="checkbox"/>
Length is appropriate (2 – 3 pages graduate 3 – 4 pages professional)	<input type="checkbox"/>	<input type="checkbox"/>
Resume is customised (ie: not a template)	<input type="checkbox"/>	<input type="checkbox"/>
Contact Information		
	Yes	No
Contact information is not contained in a header or footer	<input type="checkbox"/>	<input type="checkbox"/>
Name is prominent	<input type="checkbox"/>	<input type="checkbox"/>
All required contact information is included	<input type="checkbox"/>	<input type="checkbox"/>
Profile Objective Marketing Statement		
	Yes	No
Career objective, profile or marketing statement is included	<input type="checkbox"/>	<input type="checkbox"/>
The opening statement links the applicant to the targeted role	<input type="checkbox"/>	<input type="checkbox"/>
The opening statement is appropriate in length and layout	<input type="checkbox"/>	<input type="checkbox"/>
Key Skills		
	Yes	Needs improving
Key skills are included and appropriately identified	<input type="checkbox"/>	<input type="checkbox"/>
Key skills are relevant to the target position	<input type="checkbox"/>	<input type="checkbox"/>
Language		
	Yes	Needs improving
Grammar and language is acceptable and professional	<input type="checkbox"/>	<input type="checkbox"/>
Australian English is used	<input type="checkbox"/>	<input type="checkbox"/>
The most appropriate writing style is used ie: no long paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
There are no spelling mistakes in the document	<input type="checkbox"/>	<input type="checkbox"/>
Avoids use of the personal pronoun 'I' and passive voice	<input type="checkbox"/>	<input type="checkbox"/>
Does not include acronyms or abbreviations that are unclear	<input type="checkbox"/>	<input type="checkbox"/>
Sequence		
	Yes	Needs improving
The order of the resume reflects the most important information first	<input type="checkbox"/>	<input type="checkbox"/>
Positions are included in reverse chronological order	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications		
	Yes	Needs improving
Relevant qualifications included	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications included in the most appropriate order	<input type="checkbox"/>	<input type="checkbox"/>
Relevant licences and industry certificates included	<input type="checkbox"/>	<input type="checkbox"/>
Employment History		
	Yes	Needs improving
Start and End dates included	<input type="checkbox"/>	<input type="checkbox"/>
Relevant company information is included if required (ie: overseas employment)	<input type="checkbox"/>	<input type="checkbox"/>
Relevant position summary is included if required (ie: overseas role)	<input type="checkbox"/>	<input type="checkbox"/>
Gaps are clearly explained	<input type="checkbox"/>	<input type="checkbox"/>
Achievements are used effectively to market skills	<input type="checkbox"/>	<input type="checkbox"/>
Redundant or non relevant information is not included	<input type="checkbox"/>	<input type="checkbox"/>

Overall Recommendation

- Resume is acceptable with minor improvements
- Resume is acceptable following a number of improvements
- Resume is not acceptable; recommend engaging professional support