



# Resume Critique Checklist

---

**Your résumé is the first impression a potential employer will have of you, it must be unique, high impact and sell you as the best candidate for the job ~  
90% of all résumés end up in the rubbish bin!**

**Does your resume meet the following professional criteria?**

- Includes all your correct, up to date contact details
- Is set out in a format relevant to your experience and industry
- Is free of all spelling, punctuation and grammatical errors
- Communicates immediately to the reader your professional objective
- Is presented in a modern, visually attractive format
- All irrelevant information has been removed
- Is the correct number of pages for your experience and industry
- Is written in professional, high impact language
- Includes your specific, quantifiable achievements
- Draws attention and makes you stand out for all the right reasons
- Is suitable for use with online and electronic applications

***For a full critique, completed by a Certified Résumé Writer forward your document to the experts at First Place Resumes today!***