Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Critiqued By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pounding Cover/Resume Critiquing Worksheet**

**Instructions:** Answer each question by indicating yes or no as you review your partner’s resume.

**Focus**

Is the objective stated clearly and concisely in either the resume or the cover letter?

**Organization/Appearance**

Are the dates of employment listed in reverse chronological order?

Does the person's name stand out?

Is the font attractive and easy to read?

Is the resume formatted correctly? (Spacing, headings)

Does cover letter follow a three paragraph business letter format?

Is the cover letter addressed properly?

**Content**

Are key words or action verbs near the start of each statement?

Is the language professional?

Do the statements reflect accomplishments, rather than simply descriptions of duties? Are the statements written clearly and concisely?

Are correct spelling and proper grammar used?

Is the correct verb tense used throughout the resume?

Are dates listed for job experience, school, and accomplishments?

Does the cover letter highlight skills/qualities the person has relevant to the position that he or she is applying for?

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