Yale *Office of Career Strategy*

Undergraduate Resumé Review Feedback Form

Name on Resumé: _____(if this is not your resumé, please alert our office and delete this attachment)

Note: This rubric serves as a guide to the elements regarded as common and essential to a successful resumé; further guidelines and examples can be found on our website <u>here</u>. Those elements in **bold** are areas that we feel would benefit from more work; additional comments are provided to aid in your revision process. If you have other questions, please make an appointment with an advisor via the <u>Symplicity system</u>.

Feedback Category	General Recommendations	Specific Comments
Formatting and Layout	- Font size between 10-12 points - Professional, easy-to-read font and layout (remember that the average reader spends only 20 seconds on your resumé) - Margins no smaller than 0.5inch - Resumé to fit on one page - Black and white unless you are sure the prospective employer has a color printer - Bold, italics, bullets to be used *in moderation* - Be consistent with: font size, underlining, spacing, indents, emboldening, date formatting, spelling - Check spelling and grammar; avoid contractions, abbreviations, and slang. Do not use pronouns. - Use reverse chronological order - Send as a PDF where possible to ensure that your formatting does not shift; check that your resumé looks acceptable on small tablet and phone screens	

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Contact Information	• Make sure your information is accurate/up-to-date and that your name is prominent • Give all contact information: phone, Yale email address, Yale postal address (consider using both Yale and permanent addresses if the job for which you are applying is in your home state) • Do not provide personal information, e.g., age, marital status, religion	
Education / Qualifications	• For recent grads, this will be the first section of your resumé; list your Yale degree first and your high school education second. If you have studied abroad you may also list that in this section • Include the degree you are pursuing, your major, and anticipated graduation date. If unsure of your major, you may simply state your degree and anticipated graduation date (i.e., Bachelor of Arts, expected May 2014) • You may choose to list your senior thesis or project, 'Relevant Coursework' if you have classes related to the job for which you're applying, and/or select 'Honors and Awards' • Include GPA if 3.5 or higher (note that some companies will request that you include it)	

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Experience— Consider the following subheadings:
 	
    1. **Work Experience**
    2. **Research Experience**
    3. **Activities and Leadership**
	• You can include general experience and activity headings (e.g. 'Work Experience') or targeted headings that are specific to the jobs for which you're applying (e.g. Journalism Experience; Research Experience in Biology; Community Involvement & Mentoring)
	• In the descriptions under each work experience, highlight the skills you attained, the duties you fulfilled, and your results (quantify these when possible)
	• Start descriptions with action verbs
	• If you are using bullets, each work experience should include no more than 3-4 bullets; the length of each bulleted sentence should be no more than 1-2 lines
	• For experiences that happened in the past, use the past tense (e.g. conducted or developed)
	• For experiences that are happening in the present, use present simple tense (e.g. create) – **do not** use present continuous tense (e.g. creating)
	• When possible, avoid using jargon
	• Think carefully about the amount of detail you give — make sure to avoid excessive information
	• 'Work Experience' does not have to be paid experience	

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Languages and Skills	- Licenses and certifications - Languages – put your level of fluency (e.g. proficient, advanced, fluent, native) - Programming Languages & Computer Skills - Include specific software you've used (e.g. statistical analysis software, communications/media software, video editing) - Activities that are meaningful and required significant commitment - Personal Interests – Consider listing specific interests that could be great conversation starters during an interview and/or show additional qualifications for the position for which you're applying (e.g. investing, yoga, photography, cooking)	