**Critiquing Résumés Answer Key**

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| **Format Errors** | **Content Weaknesses** |
| 1. Résumé should present full legal name only, not nickname. | 1. Objective is not customized for a specific employer. |
| 1. E-mail address is missing. | 1. Skills section covers traits more than skills. |
| 1. Education section goes last in combination type of résumé. | 1. Relevant course work, GPA, and/or other complimentary academic details are missing from the education section. |
| 1. Education and employment start/end dates should include month as well as year. | 1. Objective does not show how applicant will help company achieve its goals. |
| 1. Education section is not in reverse chronological order. | 1. Employment section includes exaggerated or biased details. |
| 1. Skills list is inconsistent in phrasing and punctuation. | 1. Résumé should highlight the promotion from clerk-cashier to manager’s assistant at Harvest Time Organic Foods. |
| 1. Bullets should be used for all lists (no numbers). | 1. Last job listed should also include job details. |
| 1. Bullet points in employment section are inconsistently punctuated. | 1. Full- or part-time job categories do not (and probably should not) be presented in such a prominent location. |
| 1. College degree should be spelled out for clarity and emphasis. | 1. Many résumés present the employer’s name and location before the individual’s position or title (but this is optional). |
| 1. Present tense should be used in all verbs describing current job duties. | 1. Résumé may have been stronger if it had used the reverse chronological style since the person’s work history was consistent and without gaps. |