

TCE RESUME SELF-REVIEW FORM

Use this review form for a “quick” but effective self-review. Each “No” answer equals 20 % score that your resume needs Visuals and/or Language Enhancements.

VISUAL PRESENTATION

- Yes: No: Resume demonstrates accomplishment, leadership and acts as your sales agent?
- Yes: No: **Summary of Qualification** area to sell your performance and value.
- Yes: No: Is resume balanced with effective use of fonts, tabs, enhancements and white space?
- Yes: No: Is your resume an *easy read*?
- Yes: No: Are you receiving interviews for the positions you want?

LANGUAGE AND ACTION STATEMENTS

- Yes: No: Sentences provide “power” statements that show what you can do?
- Yes: No: Are accomplishments clearly defined?
- Yes: No: Does your work ethic, stability and professionalism “shine” through?
- Yes: No: Demonstrating **“What I can do with what you have”**. (Performance based)
- Yes: No: I have minimized any barriers or limitations to employment?