

RESUME CHECK

Name: Erwin Chan

Degree: _____

Major: _____

Date Completed:

Adviser:

xxxx

Feedback on your job application includes a rating (*) indicating the extent to which you are likely to have met the general expectations of employers as well as general comments and suggestions for improvement.

**(1 = below expectations; 2 = meets expectations; 3 = above expectations; N = needing attention)*

1. Formatting

	1	2	3	N
Structure / organisation of information presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spacing of information and general 'openness' of document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriateness of font type and size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use of headings and sub-headings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

- *Erwin – I have enjoyed the creativity of your CV. Thank you!!*
- *Unfortunately the feedback we have from employers and research is that creativity is not what they want. Applying for jobs in Australia is a fairly standard process and the formats are seen as acceptable and easy to read, even if they may seem uninteresting and somewhat mundane!*
- *Suggest you review the outline of a professional resume on Career Hub. I did think it could possibly add value attaching your first page to the back of a standard resume. However, I have nothing concrete to substantiate that it would add value..*
- *Both your application letter and CV are really marketing documents; not just a statement of fact. However, you do need facts clearly stated.*
- *Even though your application letter is an electronic response it is still better to make a formal written letter as an application and attach it to a short targeted email.*
- *I have dropped some comments into your application letter.*

2. Language

	1	2	3	N
Spelling and grammar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conciseness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Descriptive and action oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comment: The descriptive and action oriented use of language needs to be developed as you reformat your document. Use the method STAR to highlight your skills and abilities that are targeted towards the job

advertisement and any job descriptions. I will attach some other information to assist you in developing this further. You may find it a benefit to attend one of our resume writing or skills workshops.

3. Relevance of Content

	1	2	3	N
Personal details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Currency of information and recent experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of transferable skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comment:

- *You need to begin your CV with basic name; address and contact details, including phone number!*
- *Transferrable skills are those that are, at minimum, placed in the advertisement.*
- *When writing of publications – keep only those that you think could possibly be relevant to the position you are applying for.*

4. Detail of Information

	1	2	3	N
Educational background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employment experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extracurricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special skills and achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comment:

Mainly need to be presented differently in a more standard format.

If you have been working part-time, you should state this alongside your dates.

Your Activities – need to identify something of the skills you have or use in these roles.

5. General Comments & Suggestions for Further Development

Erwin, suggest you review your overall format and target your CV to the particular position that is advertised. Ensure your skills and abilities are highlighted in relation to the type of work the business is offering.