



## Resume Critiquing Checklist

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### Criteria 1: Formatting & Readability

- Clear & Professional Layout: Well-structured sections with consistent spacing
- Font Style & Size: Use Calibri, Arial, or Times New Roman (10-12 pt)
- Margins & White Space: At least 0.5-inch margins to improve readability
- Page Limit:
  - 1 page for entry-level professionals
  - 2 pages for experienced professionals
- Bullet Points: Concise and action-oriented (no long paragraphs)
- File Format: PDF preferred (unless the employer requests Word)
- No Photos, Graphics, or Tables: Can confuse ATS systems

### Criteria 2: Header & Contact Information

- Full Name (bold and larger than body text)
- Professional Email Address (avoid nicknames or numbers)
- LinkedIn URL (customized, if applicable)
- Phone Number (active and professional voicemail)
- City, Province & Postal Code

### Criteria 3: Resume Summary or Professional Profile

- Engaging & Concise: 4-6 sentences summarizing experience, skills, and value
- Tailored for the Role: Uses keywords from the job description
- No First-Person Pronouns: Avoid "I" or "my"
- Quantifiable Impact: Mention numbers, outcomes, or results if possible
  - Example:
    - Weak: Experienced project manager looking for new opportunities.
    - Strong: Results-driven Project Manager with 5+ years of experience delivering high-impact IT solutions, reducing turnaround time by 30%.

### Criteria 4: Work Experience (Reverse Chronological Order)

- Job Title | Company Name | Location | Dates (Month/Year)
- Bullet Points Format:
  - Start with strong action verbs (Led, Optimized, Analyzed, Increased)
  - Focus on achievements, not just job duties
  - Quantify results where possible (e.g., "Increased sales by 20%")



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### ○ Example:

- Weak: Responsible for managing customer service team.
- Strong: Led a team of 10 customer service reps, improving resolution time by 25% and increasing customer satisfaction scores by 15%.

### **Criteria 5: Education & Certifications**

- Degree Name | Institution | Year Completed (or Expected)
- Relevant Certifications (e.g., PMP, CPA, AWS)
- No high school listed (unless no post-secondary education)
- GPA (if 3.5+ and entry-level candidate)

### **Criteria 6: Skills Section**

- Tailored to Job Posting: IATS-friendly keywords included
- Hard Skills Over Soft Skills: Focus on technical skills, software, languages
- Avoid Overused Words: Remove generic phrases like "hardworking" or "team player"
- Categorized If Needed: (e.g., Technical Skills | Software | Languages)

### **Criteria 7: Optional Sections (If Relevant)**

- Projects & Research: If applicable, include key projects and outcomes
- Volunteer Experience: If it adds value to the role
- Professional Development: Certifications, online courses, or workshops
- Publications, Awards, or Speaking Engagements: If relevant to the industry

### **Criteria 8: ATS Optimization & Keywords**

- Tailored to Job Description: Uses key phrases and terminology from the posting
- No Tables, Graphics, or Columns: ATS may not read them correctly
- Standard File Format: Submit as PDF (unless otherwise specified)

### **Criteria 9: Proofreading & Final Review**

- Spelling & Grammar: No typos or errors (use Grammarly or a second pair of eyes)
- Consistency: Bullet styles, dates, punctuation, verb tense
- Third-Person Perspective: No personal pronouns
- Custom Named File: "FirstName\_LastName\_Resume.pdf"