

UIS CAREER DEVELOPMENT CENTER

Curriculum Vitae Critique Form

Client Name: _____ CDC Reviewer: _____ Date: _____

1 – Excellent

2 – Average

3 – Recommend Revising

- _____ Curriculum vitae is thorough and detailed, two or more pages.
- _____ Each page after the first includes name and a page number.
- _____ Written on standard sized paper (8½ x 11 inches) and is on the same paper used for your cover letter.
- _____ Includes your name and contact information, use the same heading as cover letter and references page.
- _____ Objective (if present) is short and concise, addresses the needs of the potential employer.
- _____ Education section lists all universities that have granted (or will grant) degrees, with the degree level, GPA, major and graduation date included. Relevant courses of field of study are included.
- _____ Dissertation or thesis is provided with a brief summary. Advisor and/or committee names are included.
- _____ Honors and awards are substantial awards only. If from another country, a brief discretion is provided.
- _____ Research interests discuss the overview of the research emphasizing the purpose and conclusion.
- _____ Academic and/or teaching experience discusses in detail the roles and responsibilities in the experiences.
- _____ Phrases start with action verbs and include key works for the industry like “promotional campaign,” “market research,” and “web site development”.
- _____ Descriptive words are carefully chosen to avoid redundancy.
- _____ Other experiences are still relevant to the position.
- _____ Curriculum vitae does not use jargon, acronyms, or abbreviations that are unfamiliar.
- _____ Curriculum vitae is well formatted, neat, and organized to best market the individual.
- _____ Curriculum vitae is error free (no grammar or spelling errors).

Other comments/suggestions: