

Looking for a Job: Resumes and Portfolios

Name: _____

Date: _____

Instructor: Present this self-assessment after the student has developed a resume.

	1 No	2 Maybe	3 Yes
1) A resume is a document that outlines my past work experience and training. Does my resume look professional?			
2) Is my resume typed in a professional-looking font and printed on white paper in black ink?			
3) Is my resume neat looking and free of stains, wrinkles or tears?			
4) Do I proofread my resume for mistakes and do I spell check before giving it to anyone?			
5) Do I try to keep my resume to one page?			
6) Does my resume include my full name and current mailing address, email address and telephone number including area code?			
7) Including an objective in your resume is not required. Do I consider whether to include in my resume an objective or a short statement of my goal for employment?			
8) An educational history is required in a resume. Does my resume include my educational history with the names and addresses of every school I attended in chronological order and the dates I attended?			
9) Does my resume include any degrees or specializations I obtained in school?			
10) A work history is required as part of the resume. Does my resume include an accurate work history including any jobs or volunteer experience I have had?			
11) If I have had too many work experiences to include them all in my resume, am I able to determine which experiences are most important to include?			
12) Do I consider adding optional information to my resume such as any honors or awards I have received or any associations or clubs I belong to?			

	1 No	2 Maybe	3 Yes
13) Do I consider whether to include personal references in my resume or the phrase "References available upon request" ?			
14) Do I keep my resume current and accurate and update it before giving it to a potential employer?			
15) Does my resume include information about my best skills and experiences that relate the most to the job I am applying for?			
16) Do I need to adjust my resume depending on the job for which I am applying?			
17) If I need help with my resume, do I go to an adult I trust to help me with this?			
18) A portfolio is a collection of my best work. When applying to certain jobs, internships, or post-secondary institutions, I might have to submit a portfolio along with a resume. *Am I applying for a position that might require me to show some of my best work?			
19) If I do need to present a portfolio, do I know which work samples I should include to best show off my skills and abilities?			