

# Resume: Peer-Feedback

## Community-Based Learning

*While reviewing each other's resumes together, write down feedback for each other paying particular attention to the areas listed below. Please put thought into your feedback, as it will help your classmates make a better and more effective resume.*

YOUR NAME: \_\_\_\_\_

RESUME BEING REVIEWED: \_\_\_\_\_

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### *Heading:*

1. Name stands out and is clearly readable:      yes \_\_\_\_ No \_\_\_\_

2. Address is clear and readable                      yes \_\_\_\_ No \_\_\_\_

SUGGESTIONS:

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### *Objective/Goal:*

1. Objective is positive                                      yes \_\_\_\_ No \_\_\_\_

2. Objective doesn't not seem over-reaching:      yes \_\_\_\_ No \_\_\_\_

SUGGESTIONS:

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### *Education:*

1. Entries are listed in the following order:  
*School name, school address, date started- present*      yes \_\_\_\_ No \_\_\_\_

SUGGESTIONS:

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### *Work and volunteer experience:*

1. Entries are listed from most recent to least recent:      yes \_\_\_\_ No \_\_\_\_

2. Entries are listed in the following order:                      yes \_\_\_\_ No \_\_\_\_  
*Position, Business/org, Address, Dates (mo./yr.)*

3. Some explanation is given for the work that you did using action verbs ("worked, helped, wrote, managed, etc)      yes \_\_\_\_\_ No \_\_\_\_\_
4. Enough is done to make each job/volunteer action sound as positive as possible      yes \_\_\_\_\_ No \_\_\_\_\_

**SUGGESTIONS:**

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*Layout / format:*

1. Is the Font used not too FANCY or difficult to read?      yes \_\_\_\_\_ No \_\_\_\_\_
2. Does the material fit neatly on to ONE PAGE?      yes \_\_\_\_\_ No \_\_\_\_\_
3. Are the sections clearly separated and bulleted or laid out in a way that is easy to skim?      yes \_\_\_\_\_ No \_\_\_\_\_
4. Is everything (except, maybe, the Heading) written in the same size and style font?      yes \_\_\_\_\_ No \_\_\_\_\_

**SUGGESTIONS FOR A CLEARER PRESENTATION:**

**OTHER, POSITIVE COMMENTS / FEEDBACK:**