

THE "RUTHLESS" PEER-REVIEW CHECKLIST



Reviewer Name: _____

Resume Owner: _____

Swap resumes. Be honest.

Do not check the box unless the answer is **100%** YES.

If you find an error, circle it in **red** on their draft.

SECTION 1: THE "CONTACT" CHECK (Pass/Fail)

If potential employers can't reach them, the resume is useless.

Professional Email: Is the email address simple? (e.g., name.lastname@gmail.com vs. babygirl99@hotmail.com)

Voicemail Check: Ask the owner: "Is your voicemail set up and empty?" (Must say YES).

Location Safety: Does it list City, State only? (No full street addresses).

Live Links: If there is a LinkedIn URL, is it short and clickable?

SECTION 2: THE "ROBOT" CHECK (ATS Compliance)

Will a computer system reject this file before a human sees it?

No Graphics: Are there zero photos, headshots, or logos?

No Columns: Is the text laid out in one single column (left to right)?

Standard Headers: Are section titles standard? (Use: "Experience," "Education," "Skills" – NOT "My Journey" or "What I've Done").

File Type: Is the document saved as a Word Doc (.docx) or PDF?

SECTION 3: THE "FORMATTING" CHECK (Visual Consistency)

Does it look professional or sloppy?

- | | |
|--|--|
| <input type="checkbox"/> The "Squint" Test: Hold it at arm's length are the margins even on all sides? | <input type="checkbox"/> Font Police: Is the font size consistent? (Body text should be 10pt, 11pt, or 12pt). |
| <input type="checkbox"/> Bullet Points: Are paragraphs broken into bullet points? (No "walls of text" longer than 3 lines). | <input type="checkbox"/> Date Alignment: Are all employment dates aligned to the right side of the page? |
| <input type="checkbox"/> Length Limit: Is the resume 1 page (or max 2 pages for 10+ years experience)? | |

SECTION 4: THE "CLARITY" CHECK (The Content)

Does it sound like a worker or a watcher?

- | | |
|---|---|
| <input type="checkbox"/> No Pronouns: Did they remove "I," "Me," or "My"? (Resume style implies "I"). | <input type="checkbox"/> Action First: Does every single bullet point start with a strong Action Verb? (See list below). |
| <input type="checkbox"/> Consistency: Do all current jobs end in -ing or present tense? Do all past jobs end in -ed? | <input type="checkbox"/> The Numbers Game: Is there at least one number on the page? (\$, %, # of people, time saved). |

THE "CHEAT SHEET" BANK: 20 POWER VERBS

- | | | | |
|---------------------|---------------------|-----------------------|---------------------|
| 1. Achieved | 6. Fixed | 11. Managed | 16. Resolved |
| 2. Built | 7. Grew | 12. Negotiated | 17. Saved |
| 3. Created | 8. Helped | 13. Operated | 18. Trained |
| 4. Delivered | 9. Improved | 14. Organized | 19. Updated |
| 5. Earned | 10. Launched | 15. Planned | 20. Won |

PASSED INSPECTION? I certify that I have reviewed this document and it is ready for final Staff Review.

Reviewer Name: _____

Need to speed this up? Ask your program coordinator about Big Resume's "ResumeAI" tool for instant, automated scoring.

