

## Resume Peer Review Guide

As you review your classmate's resume notes from ReadWriteThink Notetaker or a word processing document, be sure to look for and comment on items we've been discussing in class about resume format, action words, and tailoring the resume to a specific job. Respond to the questions below as you review the resume. When you are finished, share your comments with the author.

### FORMAT

1. How many different sections does the author use for the resume? List them here.
2. What other major sections might you recommend to the author?

### LANGUAGE USE / ACTION WORDS

1. What action words does the author use that effectively describe his/her activities?
2. What action words do you suggest changing to strengthen the specific task?
3. What other suggestions do you have for strengthening the language use in the resume?

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## TAILORING TO A JOB POSTING

1. How does the author tailor his/her Objective section to the requirements in the job posting? Explain. How might the author strengthen his/her Objective section?
2. Does the author use action words that support the skills required in the job posting? List examples of these here.
3. What action words can you suggest the author use to strengthen the resume? Look at the author's job posting for ideas.
4. How else can the author strengthen his/her resume to make it sound like he/she is very qualified for the job?