

Name: _____



Complete the following self-assessment of the résumé that you just completed. Check the boxes that apply to your résumé.

My résumé....

- ☐ is visually appealing
- ☐ identifies my work experience
- ☐ is flexible enough to be changed to suit different job opportunities
- ☐ identifies my education
- ☐ is honest
- ☐ identifies at least three strong skills I have
- ☐ identifies my other interests
- ☐ makes me sound like a good employee
- ☐ is organized

Now complete these sentences.

One thing I found easy to do when writing my résumé was _____
because _____.

Something that I found difficult to do on my résumé was _____
because _____.

One thing that I included in my résumé that I am very proud of is
_____.

One thing that I would like to improve in my résumé is _____.

Something that I think an employer would like about my résumé is
_____.