

Put your résumé to the test!



<u>QUESTION</u>	<u>ANSWER</u>	
1. By scanning your resume for 10 seconds, can you clearly determine an employment goal and the relevant value offered toward that goal?	→ Yes	No
2. Does your resume convince you that you are qualified for your job target(s) in the first 1/3 of the page?	→ Yes	No
3. Is the page layout of the resume pleasing to the eye and attractive? Do you want to read it?	→ Yes	No
4. Have you used a font/style that is computer scannable in the resume? (Most templates are not scannable).	→ Yes	No
5. Does the resume have ALL the necessary "key words" to survive a key word scan? Are the key words easily located for visual review in the resume?	→ Yes	No

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6. When you look at the resume, do you get excited about the value of your qualifications, or does it just look like all the rest?	Yes No
7. Does the resume quantify and qualify your achievements, challenges and results instead of sounding like a laundry list of responsibilities?	Yes No
8. Are you aware of what valuable information you may have left out or taken for granted in your resume?	Yes No
9. If you have already sent out your resume, have you received at least a 25% interview response rate?	Yes No
10. Does your résumé really sell you? Based on this résumé, would you hire yourself?	Yes No

Riklan Resources, LLC.

Résumés that land on the **top** of the pile!
Coaching that puts you **ahead** of the competition.
Training that ensures career **advancement**.
We want you to reach your **top** potential!