

# 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!