

## Resume Review Checklist

**Name of Applicant:** \_\_\_\_\_ **Position applied for:** \_\_\_\_\_

Address (city & state) \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Received via:  E-Mail  Fax  Mail  Other (cell) \_\_\_\_\_

### **Relevant Experience:**

Company: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

### **Education:**

Degree: \_\_\_\_\_

Degree: \_\_\_\_\_

Relocation needed: \_\_\_\_\_

Currently employed: \_\_\_\_\_

Stated reason for job change (if any) \_\_\_\_\_

### **Interview:**

Meet minimum qualification for job

Not meeting minimum qualification but has desirable traits and other skills related to job

The only applicant of the package that is closed to meeting minimum qualification of job

Other (specified): \_\_\_\_\_

### **Resume & Application Information Clarification:**

In this space, write unclear, discrepancies, and conflicting information filed on either document to cover in the interview.

### **Other Comments:**