

# Reviewing Resumes

Review the resume information to determine if the applicant meets the minimum requirements as outlined on the job description, and has provided the required information, including a cover letter. Review the resume to determine how the strengths and weaknesses compare to the position requirements.

## Cover letter should:

- Always accompany a resume
- Be free of errors
- Personalize the candidate to you
- Be neat in appearance
- Express genuine interest in the position
- Describe how past experience would be transferable to the position

## Strengths:

- Specific skills and abilities
- Scope of responsibilities, capabilities, and accomplishments
- Education, continued learning, and special training
- Direct, related, and transferable experience
- Care given to growth and progressions
- Continuity of employment and career
- Writing skills
- Job stability

## Weaknesses:

- Lacking in related experience
- Job hopping
- Employment gaps
- Lack of career progress
- Lack of education and continued learning
- Lack of specific accomplishments

## What information can you get from a resume?

- Ability to think on feet
- Need for direction
- Verbal communication skills
- Maturity level
- Initiative
- Flexibility
- Reason for looking for new position
- Attitude toward achievement, work, and people
- Basic work values
- Career goals and ambitions