



IQ résumé report card

Thank you for purchasing the IQ Partners Résumé Report Card.

Ever wondered how your resume measures up?

Headhunters and corporate recruiters see hundreds of resumes a week. They're experts at scanning a resume for information and they make their decisions almost instantly. What do they look for? What impresses them? And what can you learn from their knowledge that will help improve the quality of YOUR resume?

IQ Partners has harnessed that knowledge via our Resume Report Card™.

There are a lot of philosophies on how to write the perfect resume. That being said, there are certain elements that will elevate a resume (and the individual behind it) to the top of the pile. The IQ Resume Report Card™ incorporates over 10 years of career management and recruiting experience. Your document is reviewed by no less than three different career professionals and recruiters who review 18 different elements of your resume and rank them on a scale from 'Poor' to 'Exceptional'. Where improvement is required, you receive specific and personalized recommendations.

Good luck,

Karen Schaffer, Partner Career Management

Your Résumé Overall Rates:

Please refer to the following Rating Key:

Exceptional: Little if anything needs to be changed; bravo!

Good: Strong, persuasive; could leave it as it is; some tweaking or finessing will help you knock people's socks off

Fair: Not the best, not the worst; an average that ensures you won't offend or stand out; a reader's first impression will be that your résumé is "okay"

Weak: Hurts your chances of being considered; readers will miss key information that would have put you in the running due to style or content issues

Poor: Will harm the reader's impression of you; definitively damages your chances of being called back

N/A: Was not applicable to your résumé; missing



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1. Overall Résumé Read-through “Must-haves”

	Exceptional	Good	Fair	Weak	Poor	N/A
Overall Readability clear, concise, informative, appealing						
Overall Style formatting, pleasing to the eye, easy to read						
Clear Marketing Message clear sense of who you are and unique benefit						
Style Consistency consistent presentation of info						
Industry Appropriate creative, technology, financial etc.						
A Touch of Personality authentic phrase or insight into the person						
Proof of a Job Well Done evidence/specific measurable results offered for claims of success						

2. Individual Résumé Elements

	Exceptional	Good	Fair	Weak	Poor	N/A
Name and Contact Information						
Profile/Executive Summary						
Presentation of Work Experience						
Contents of Work Experience						
Education/Training/Skills/Volunteer Work						
Personal Interests						



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3. The Basics

	Satisfactory	Needs Work
Spelling		
Grammar/Clear Sentences		
Length		
Prints out correctly		
Enough White Space		

4. Personal Feedback: Résumé Expert/Recruiter Comments



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4. Personal Feedback continued
