

# Punch Your Ticket: Write a CV that opens doors!

Use this form to rate your CV or to allow your friends to rate it for you. Grade your CV in each of the categories, then write in suggestions for improvements.

	Rating Levels			What I need to revise, rewrite, cut, chop, burn
	You're Hired!	Back to School	You're Fired!	
Is your spelling perfect?				
Is your grammar as proper as the Queen's?				
Did you avoid slang or acronyms that aren't spelled out?				
Does your narrative flow?				
Is your objective statement focused?				
Do you use numbers to describe your accomplishments?				
Do you stress your accomplishments over skills and duties?				
Is it clear? Do the keywords associated with the position applied for stand out?				
Does it leave out irrelevant personal information?				
Is your language concise and do you avoid flowery description?				
Does it emphasize your benefits for the employer?				
Does it make the reader want to read it?				
Is the printing professional?				
Is it on good heavy stock paper?				
Does the layout grab your eye?				
Do your strong points stand out?				
Is the industry/product-line of past employer(s) clear?				

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Do your sentences emphasize action words?				
Is it clear and to the point?				
Does it sell what you are trying to sell about you? (sales, problem-solving, tech genius, etc.)				
Does it avoid use of distracting graphics?				