



WHEN YOU'RE READY FOR A NEW JOB

THE RESUME QUALITY RATER

**PROFESSIONAL
PLACEMENT
SPECIALISTS, INC.**



Your Regulatory, Clinical, and Quality Experts

Phone: (877) 667-9699

Website: www.gotopps.com

The Resume Quality Rater

How Hot Is Your Resume? – Score Its Effectiveness

I. Does Your Resume ... Prove Your Value

YES NO SOME

1. Define contributions using numbers, percentages, and statistics.
2. Define functional tasks rather than results.
3. Clearly support your results with evidence.
4. Identify largest, first ever, top 20 percent performance results.
5. Prove you helped reduce costs, earn money, or add value in your company.

Y	N	S
Y	N	S
Y	N	S
Y	N	S
Y	N	S

II. Does Your Resume ... Prove You Met Corporate Goals

YES NO SOME

6. Define the projects you led or supported and explain the results.
7. Explain corporate goals and how you helped meet those goals.

Y	N	S
Y	N	S

III. Does Your Resume ... Prove Your Career Is Progressing

YES NO SOME

8. Define how each job progressed in challenge and responsibility.
9. Prove current job skills correlate to your career objective.
10. Show progressive titles, advanced education, and good corporate pedigree.

Y	N	S
Y	N	S
Y	N	S

The Resume Rater Scoring Key

Question	Points for Each Answer			Y (Yes)	N (No)	S (Some)
1.	Y = 15	N = 0	S = 5			
2.	Y = 0	N = 15	S = 5			
3.	Y = 15	N = 0	S = 5			
4.	Y = 15	N = 0	S = 5			
5.	Y = 15	N = 0	S = 5			
6.	Y = 15	N = 0	S = 5			
7.	Y = 15	N = 0	S = 5			
8.	Y = 10	N = 0	S = 5			
9.	Y = 10	N = 0	S = 5			
10.	Y = 15	N = 0	S = 5			
Sum Total – RQI Score:						

Scoring: Each 10 points below a virtuous resume score of 120 points adds one to two weeks of search time to your job hunt.

Example: Your score = x (120 - x = y)
You scored y points below 120

Problem: You're adding y x .1 to y x .2 weeks to your job search

Score _____ / your resume has:

120 – 135 = Power Pro
100 – 121 = Power Prospect
85 – 101 = Power Pansy
Under 85 = Power Puff

This excerpt taken from The World's Greatest RESUMES, by Robert Wm. Meier