



REVIEWING FRESHMAN RESUMES

BEST PRACTICES & TIPS

Growth Oriented:

- Use language like “Consider adding...” or “You could strengthen this by...” instead of blunt negatives.
- Balance each critique with a suggestion (not just what’s wrong, but how to fix it).
- Highlight at least one strength (layout, clarity, experience, formatting).

Focus on What Matters Most:

- Clarity: Is it easy to read at a glance?
- Relevance: Are skills/experiences tied to transferable abilities?
- Professionalism: Formatting, grammar, and tone.

Be Encouraging & Realistic

- Remind them that as freshmen, limited experience is normal.
- Suggest steps to build their resume (joining student orgs, leadership roles, internships).
- Share what employers value most in early-career candidates (reliability, communication, initiative).

Suggest Practical Improvements:

- Replace vague bullets with specific outcomes or metrics.
- Encourage action verbs at the start of each bullet.
- Recommend adding campus involvement, projects, or volunteer work if experience is thin.