



Resume Checking Application Form

NAME: _____

DATE: _____

You must complete this form and attach to your draft resume before it will be checked.

Please note that as a requirement of having your resume checked, you must complete **Module 1, Unit 4: Putting Together a Resume** on the Careers Modules website.

In preparing your resume, we also encourage you to refer to the other units within the Careers Modules website: www.latrobe.edu.au/careermodules.

1. Have you completed Module 1, Unit 4 of Careers Units?

- YES NO

2. Which other units of Resume Express did you complete?

Module 1,

- | | | |
|--|--|--|
| <input type="checkbox"/> Unit 1: About Resumes | <input type="checkbox"/> Unit 3: Job Advertisements and Selection Criteria | <input type="checkbox"/> Unit 5: FAQ and Tips |
| <input type="checkbox"/> Unit 2: Preparing Your Resume | | <input type="checkbox"/> Unit 6: Action Plan and Further Resources |

3. What other resources did you use to help with your resume?

- Attended Resume seminar
- Read "The Essential Careers Guide"
- Looked at the Essential Careers Resources on CareerHub

Other (please specify) _____

4. What did you find useful about Unit 4? How did the information help you with your resume?

5. What suggestions do you have for improving Unit 4 or other units on the Careers Modules website?