

MGMA Career Center

RESUME REVIEWING BEST PRACTICES

Review for overall professionalism

- Is the resume organized and easily readable?
- Do they stick to required and necessary information?
- Is their email address professional?

Review for spelling/format

- Free of spelling and grammatical errors
- Well-formatted

Check for a stable work history

- If there are employment gaps be sure to ask the candidate about these

Review for minimum qualifications

- Does the candidate meet the minimum work experience requirement for the role?
- Does the candidate have the minimum education requirement for the role?
- Does the candidate have the required certification or license for the role?

Review for relevant terminology

- This can help assess if they truly have the needed skills and experience

Note candidate's location

- Ensure to ask about relocation plans if they are out of state

Review for resume completion

- Is important information left out such as contact information, employment dates, etc.?

Is the resume targeted?

- If the candidates lists an objective, ensure it matches the role they are applying for
- Is the resume tailored for the role they applied to?