

# Resume Critique Recommendations

Date: [Insert Date]

Recipient: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

Thank you for submitting your resume for review. After careful assessment, I have compiled some recommendations to enhance your document:

## 1. Formatting

- Use consistent font types and sizes throughout the document.
- Ensure adequate white space to improve readability.

## 2. Content

- Include a brief summary at the top highlighting your key qualifications.
- Utilize bullet points for job responsibilities and achievements for clarity.

## 3. Tailoring

- Adjust your resume for each job application to match the job description.
- Emphasize skills and experiences that align with the specific role.

I hope these suggestions assist you in refining your resume. Please feel free to reach out if you need further assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]