

## Resume Checklist

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Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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# Resume Checklist

Reference Number: MTAS-1574

## POSITION OF PUBLIC WORKS DIRECTOR RESUME CHECKLIST

Applicant Name: \_\_\_\_\_ Rater Name: \_\_\_\_\_

Use the following scale:

OS: Outstanding (5)    VG: Very Good (4)    G: Good (3)    F: Fair (2)    P: Poor (1)  
*(Note: there are 50 possible points)*

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Do the resume and cover letter suggest real interest in the position?   | 1 | 2 | 3 | 4 | 5 |
| 2. Has the applicant had experience with the variety of services delivered by the city's public works department?                                | 1 | 2 | 3 | 4 | 5 |
| 3. Has the applicant had experience working in a local government of comparable size, including a comparable staff size and budget?              | 1 | 2 | 3 | 4 | 5 |
| 4. Has the applicant worked in a similar geographic area? Is the applicant likely to be comfortable with the community?                          | 1 | 2 | 3 | 4 | 5 |
| 5. Has the applicant had broad administrative and supervisory authority in public works?   | 1 | 2 | 3 | 4 | 5 |
| 6. Has the applicant had experience working with citizen groups and appointed boards or commissions?   | 1 | 2 | 3 | 4 | 5 |
| 7. What is the applicant's educational background?   | 1 | 2 | 3 | 4 | 5 |
| 8. Does the applicant have good tenure with most previous employers?   | 1 | 2 | 3 | 4 | 5 |
| 9. Does the applicant show interest in continuing professional development by participating in training programs and professional organizations? | 1 | 2 | 3 | 4 | 5 |
| 10. Does the applicant's employment history suggest a pattern of broad experience and increasing responsibility?                                 | 1 | 2 | 3 | 4 | 5 |

**Total Score:** \_\_\_\_\_

**OVERALL RATING**

OS = Outstanding     VG = Very Good     G = Good     F = Fair     P = Poor

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be

*applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

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