

Student's Name \_\_\_\_\_

## Resume Scoring Guide

CRITERIA	EXCELLENT	GOOD	SATISFACTORY	MINIMUM	SCORE & COMMENTS
<b>PRESENTATION/ FORMAT</b>	<ul style="list-style-type: none"> <li>▪ Typed or computer generated</li> <li>▪ Balanced margins with eye appeal</li> <li>▪ Format highlights strengths and information</li> <li>▪ Appropriate fonts and point size used with variety</li> </ul>	<ul style="list-style-type: none"> <li>▪ Typed or computer generated</li> <li>▪ Balanced margins</li> <li>▪ Format identifies strengths and information</li> <li>▪ Appropriate fonts and point size used</li> </ul>	<ul style="list-style-type: none"> <li>▪ Typed or computer generated</li> <li>▪ Somewhat balanced margins</li> <li>▪ Format identifies strengths and information</li> <li>▪ No variation in fonts and/or point size</li> </ul>	<ul style="list-style-type: none"> <li>▪ Typed or computer generated</li> <li>▪ Unbalanced margins</li> <li>▪ Format detracts from strengths and information</li> <li>▪ Fonts distract from readability</li> </ul>	
<b>Ranking Points</b>	<b>10</b>	<b>8</b>	<b>7</b>	<b>6</b>	
<b>JOB-SPECIFIC INFORMATION</b>	<ul style="list-style-type: none"> <li>▪ All action phrases used to describe duties and skills</li> <li>▪ Information demonstrates ability to perform the job</li> <li>▪ Professional terminology used when describing skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1-2 duties/skills lack action phrases</li> <li>▪ Information demonstrates ability to perform the job</li> <li>▪ Some professional terminology used when describing skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3-4 duties/skills lack action phrases</li> <li>▪ Some information demonstrates ability to perform the job</li> </ul>	<ul style="list-style-type: none"> <li>▪ 5-6 duties/skills lack action phrases</li> <li>▪ Information does not clearly demonstrate ability to perform the job</li> </ul>	
<b>Ranking Points</b>	<b>15</b>	<b>12</b>	<b>11</b>	<b>10</b>	
<b>RESUME CONTENT</b>	<ul style="list-style-type: none"> <li>▪ 3 items are listed under the headings: Skills &amp; Awards/ Accomplishments, Community &amp; Volunteer Activities</li> <li>▪ 2 References are listed</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2 items are listed under the headings: Skills &amp; Awards/ Accomplishments, Community &amp; Volunteer Activities</li> <li>▪ 2 References are listed</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2 items are listed under the headings: Skills &amp; Awards/ Accomplishments, Community &amp; Volunteer Activities</li> <li>▪ 1 Reference is listed</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 items are listed under the headings: Skills &amp; Awards/ Accomplishments, Community &amp; Volunteer Activities</li> <li>▪ 0 References are listed</li> </ul>	
<b>Ranking Points</b>	<b>15</b>	<b>12</b>	<b>11</b>	<b>10</b>	
<b>SPELLING &amp; GRAMMAR</b>	<ul style="list-style-type: none"> <li>▪ No spelling errors</li> <li>▪ No grammar errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1-2 spelling errors</li> <li>▪ 1-2 grammar errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3-4 spelling errors</li> <li>▪ 3-4 grammar errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ 5-6 spelling errors</li> <li>▪ 5-6 grammar errors</li> </ul>	
<b>Ranking Points</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	
					<b>TOTAL SCORE:</b>

---



---



---