

Resume Scoring Guide

Student Name: _____

Evaluator: _____

80% PROFICIENCY

Format *(Typed or computer-generated)*

- Balanced white space to printed space
- Format highlights candidate's strengths and most important information
- Appropriate, easily readable fonts and point size used

Job-Specific

- 1-2 duties/skills lack action phrases
- Information demonstrates ability to perform the job
- Some professional terminology used when describing skills

Content

- Objective includes one key words from a job description
- Skills, experience, and education covered in *some* detail
- The reference page is separate from the resume, minimum of 3 references, formatted to include a header
- Extra information given enhances the resume

Spelling/Grammar

- 1-2 spelling/capitalization errors
- 1-2 grammar errors

COMMENTS:

94%+ MASTERY

Format *(Typed or computer-generated)*

- Balanced white space to printed space with eye appeal
- Format highlights strengths and most important information
- Professional fonts and point size used with variety

Job-Specific

- All action phrases used to describe duties and skills
- Information demonstrates ability to perform the job
- Professional terminology used when describing skills

Content

- Objective includes several key words from a current job posting
- Skills, experience, leadership, and education covered in detail
- The reference page includes an easily readable list of professionals, formatted to include the same header as the applicant's resume, includes job titles and business names/addresses
- Information presented makes the applicant stand out

Spelling/Grammar

- No spelling/capitalization errors
- No grammar errors

COMMENTS:

Additionally, students will write a reflection that defends the best parts of their professional resume.