

WRITER'S NAME: _____

RESUME GUIDELINES:

Exceeds Expectations [91-100]	Meets Expectations [80-90]	Not Yet [less than 80]
<ul style="list-style-type: none"> ○ Resume is 1 page long ○ Resume organization looks professional and stands out ○ The objective relates to a current vacancy ○ Leadership experiences are included, are extensive, and are easily identifiable ○ Additional training (i.e. certification) is present and are explained in detail ○ The applicant includes multiple examples of volunteerism in place of work experience ○ No spelling or grammatical errors are present 	<ul style="list-style-type: none"> ○ Resume is 1 page long ○ Resume presentation is professional with a small room for improvement ○ The objective relates to a job description ○ Several high-quality skills are included ○ Additional training (i.e. certifications) is present ○ Appropriate work experience appears ○ May contain a few minor editing errors 	<ul style="list-style-type: none"> ○ Resume is minimal and appears “incomplete” (less than 1 page) ○ Resume presentation may be sloppy, confusing, or lacking necessary information ○ High-quality skills are limited or too generalized ○ Additional training (i.e. certifications) are not present ○ Reference list appears on the resume. ○ There are many grammatical errors <p>For less than a “30,” a document other than a resume was submitted.</p>

PERSONAL/COLLEGE ESSAY CHECKLIST

Conventions/Mechanics/Spelling _____/20

- Frequent errors will result in the loss of points.
- Provides transitions and variety of sentences.
- Accurate use of punctuation, grammar, and spelling in the essay.

Word Choice/Language _____/10

- Student’s word choice is formal and academic.
- Language is sophisticated, natural and not repetitious.

Originality/Attention Getter _____/20

- Strong, engaging introduction which may include quote/anecdote/statistic with source and shows individual’s personality. (Avoid posing questions or providing dictionary definitions.)
- Avoids clichés and generic statements.
- Appropriate and collegiate presentation of ideas.

Focus/Development _____/20

- Writing clearly connected to the selected prompt.
- Topic is developed to fully respond to the prompt.

Personal Details _____/30

- Multiple examples in the essay show the activities, skills, experiences, community service, awards, talents, major, future occupation, and a clear plan for the student.

EVALUATOR COMMENTS: _____ (flip over if needed) **FINAL TOTAL** _____/100