



# Resume Scoring Guide

<b>Student name:</b>			
<b>Reviewed by:</b>		<b>Review date:</b>	
<b>Check one:</b>	<input type="checkbox"/> Requirements met	<input type="checkbox"/> Requirements not met	

**Must score a “Meets” or higher in all areas to meet requirements**

	Exceeds	Meets	Needs Improvement
<b>Heading</b>	<input type="checkbox"/> <ul style="list-style-type: none"> <li>Name and phone number</li> <li>Appropriate email address (not a school address)</li> <li>Address (only city and state)</li> </ul>	<input type="checkbox"/> Includes all information in “Exceeds” column, with minor errors such as inclusion of a school email address	<input type="checkbox"/> Insufficient or inaccurate information
<b>Design and Format</b>	<input type="checkbox"/> <ul style="list-style-type: none"> <li>Clear headings throughout</li> <li>Includes one color that will print in both color and greyscale legibly</li> <li>Defined sections. No more than two columns. Consistent alignment</li> <li>Section headers in bold and larger text (14pt minimum)</li> <li>General text size 11pt minimum</li> <li>Readable font (Garamond, TNR, Arial, etc.)</li> </ul>	<input type="checkbox"/> Only minor errors that do not interfere with readability such as: <ul style="list-style-type: none"> <li>Minor inconsistencies in alignment</li> <li>Headings lacking definition</li> </ul>	<input type="checkbox"/> Errors that interfere with readability such as: <ul style="list-style-type: none"> <li>Colors that obscure text in greyscale</li> <li>Small or difficult to read font</li> </ul>
<b>Resume Sections</b>	<input type="checkbox"/> <ul style="list-style-type: none"> <li>Includes required content sections:               <ol style="list-style-type: none"> <li>Heading</li> <li>Skills (3-4 soft and 3-4 hard)</li> <li>Experience (at least 2 listed – paid or unpaid, volunteer)</li> <li>Education                   <ul style="list-style-type: none"> <li>-Expected graduation, only list date when complete</li> <li>-List Honors, AP, IB, CTE, dual credit classes</li> </ul> </li> <li>Awards and Achievements - Academic achievements, extracurricular activities, awards, recognitions, and certifications</li> </ol> </li> </ul>	<input type="checkbox"/> Includes all required sections, but they may be sparse or unedited.	<input type="checkbox"/> Missing or incomplete sections

<b>Content</b>	<input type="checkbox"/> <ul style="list-style-type: none"> <li>Skills/abilities are concise and specific, organized in bullets</li> <li>Experience section includes at least 3 descriptive bullets for each experience</li> <li>Each bullet point is a complete idea</li> <li>Experience is supported with examples and numbers</li> <li>Each experience or education/certification entry includes employer, dates, and location (when applicable)</li> <li>Job titles are professional and specific (Babysitter = Childcare Provider, Lawn Mowing = Landscaping, etc.)</li> </ul>	<input type="checkbox"/> Includes all components with minor content errors such as: <ul style="list-style-type: none"> <li>Missing employer name</li> <li>Only including two bullet points under an experience</li> <li>Explaining skills rather than listing them</li> </ul>	<input type="checkbox"/> Failed to include significant content components
<b>Spelling, Grammar, Punctuation</b>	<input type="checkbox"/> Consistently free of errors in grammar and mechanics.	<input type="checkbox"/> Minor errors in grammar and mechanics do not interfere with meaning.	<input type="checkbox"/> Errors in grammar and mechanics are significant enough to distract from meaning and appear unprofessional.
<b>Word Choice</b>	<input type="checkbox"/> <ul style="list-style-type: none"> <li>Repeats key words and phrases (like skills) throughout resume</li> <li>Uses varied and professional language</li> <li>Each bullet point begins with an action word and action words are not duplicated or distracting</li> <li>Does not overuse action words</li> </ul>	<input type="checkbox"/> <ul style="list-style-type: none"> <li>May include errors in word choice that do not significantly detract from meaning.</li> <li>Example: repetition of active words</li> </ul>	<input type="checkbox"/> <ul style="list-style-type: none"> <li>Includes errors in word choice that distract from overall meaning and convey lack of professionalism.</li> <li>Example: regular misuse or misspelling of words</li> </ul>
<b>Comments</b>			