



General Resume Aspects

	Thorough Comprehension EXCELLENT	Satisfactory Comprehension GOOD JOB	No Comprehension NEEDS IMPROVEMENT
Appearance	<ul style="list-style-type: none"> - All formats are consistent - Appropriate format/professional appearance - Appropriate font type/size - Length does not exceed 2 pages (name, page number on page 2) - Sections are in appropriate order (i.e.: profile of skills, education, experience, activities) 	<ul style="list-style-type: none"> - Formats are mostly consistent - Appropriate format used most of the time/fairly professional appearance - Appropriate font type/size - Length may exceed 2 pages (or name, page number not on page 2) 	<ul style="list-style-type: none"> - Formatting is inconsistent - Appearance is unprofessional - Inappropriate formatting - Appropriate font is not used - Length is inappropriate (too long/ too short)
Language	<ul style="list-style-type: none"> - Industry-specific wording is used appropriately - Skills & accomplishments are well-articulated - Appropriate verb tenses are used - Action word phrases used to effectively describe accomplishments - Quality of language is sophisticated & professional - Variety in wording is used - No spelling/grammar errors are evident - Punctuation is consistent & appropriate 	<ul style="list-style-type: none"> - Industry-specific wording is not used/not appropriately used - Skills & accomplishments are fairly well- articulated - Appropriate verb tenses are used most of the time - Action word phrases are use, but accomplishments not always described effectively - Language quality is average - Variety of wording could be improved - 3 or less spelling/grammatical errors - 3 or less punctuation errors /inconsistencies 	<ul style="list-style-type: none"> - Industry-specific wording is not used - Skills and accomplishments are not well-articulated - Verb tenses are inappropriate - Action word phrases are not used, accomplishments not described effectively - Language quality is below average - Variety in wording is poor - More than 3 spelling/grammatical errors - More than 3 punctuation errors/inconsistencies

Resume Sections

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Header	<ul style="list-style-type: none"> - Name is largest item on resume - Includes address, phone number, email - Email address is appropriate (i.e.: uwindsor account) - Current/permanent addresses included if applicable 	<ul style="list-style-type: none"> - Name is not large enough - Phone number, address, email included, email address is inappropriate - Both current/permanent addresses not included if applicable 	<ul style="list-style-type: none"> - Name is not large enough - Phone number, address, email address not included/not appropriate - Student includes "resume" in the header
Profile of Skills/ Related Skills	<ul style="list-style-type: none"> - Highlights the individual's most marketable attributes - Is industry/job specific - Is in bulleted format – maximum 6 points 	<ul style="list-style-type: none"> - Skills are listed, however not all are related to industry/career - Is in bulleted format, but is either too long/too short - Vague or common skills are identified 	<ul style="list-style-type: none"> - Skills are not listed



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Education	<ul style="list-style-type: none"> - Dates are indicated & education is listed in reverse chronological order - Degree/diploma names are spelled out appropriately, institution, location indicated - If applicable: minor/concentration/awards/gpa are indicated - High school information is removed (after 3rd year) 	<ul style="list-style-type: none"> - Dates are included & may be listed in the wrong order - Degree/diploma names are not spelled out, institution, location indicated - No additional information (minor/concentration/awards/gpa) is indicated - High school information remains after 3rd year 	<ul style="list-style-type: none"> - Education is not included/or is at the end of the resume - Institution names, degree/diploma names, location of institution are not included - Dates are not included
Experience	<ul style="list-style-type: none"> - Section is broken down by type of experience (i.e.: related, volunteer) - Dates are indicated, & experiences listed in reverse chronological order - Each experience includes appropriate job title, organization name, city, province/country - Description of experiences are in bulleted format - Bullets use appropriate action word phrases - Bullets describe accomplishments & related attributes & focuses on industry-specific skills - Experiences are current/recent (high school experiences should be removed after 3rd year) 	<ul style="list-style-type: none"> - Section is broken down by type of experience, but could be better organized - Dates are included, however may not be in correct order - Each experience includes appropriate job title, organization name, city, province/country - Description of experiences are in bulleted format - Bullets do not use action word phrases - Bullets focus on unrelated skills, do not effectively describe accomplishments - Experiences are not current/recent 	<ul style="list-style-type: none"> - Section is not broken down by type of experience, poorly organized - Dates are not included, or are inconsistent - Each experience does not include job title, organization name, city, province/country - Description of experience are not in bulleted format - Description does not describe accomplishments – focuses on the “obvious” - No experiences are listed
Other Headings (e.g., Activities & Accomplishments, Professional Development, Awards)	<ul style="list-style-type: none"> - Section includes only information that are relevant and related to degree/career - Dates are included, section is organized in reverse chronological order - Information is current/recent 	<ul style="list-style-type: none"> - Section includes related and unrelated activities - Dates are not included/inconsistent, section is poorly organized - Information is not current/recent 	<ul style="list-style-type: none"> - No relevant information is listed - Those listed are inappropriate or passive (i.e.: “listening to music”, “watching TV”, “hanging out with friends”) - Information is not current/recent
References	<ul style="list-style-type: none"> - References are not included - Indicates “References Available Upon Request” or “References Attached” - “Portfolio/Transcript Available Upon Request” is included 	<ul style="list-style-type: none"> - References are not included - Does not indicate “references available upon request” or “references attached” 	<ul style="list-style-type: none"> - References are included on the resume