Resumes

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| --- | --- | --- |
| Major Area | Description | Points |
| Letterhead | None  Does not match letterhead for letters  Lacks Information—name, address, cell, email | 15  15  5 /each |
| Objective | Failure to use formula (job title + hard skills + soft skills will assist the company)  Failure to use key words  Failure to be specific to ad | 15  5  5 |
| Education | School/Schools  Degree type and field  Anticipated graduation date  Number of hours completed  GPA (if ad specifically requests information)  Includes high school diploma  Does not include relevant courses with white space problem  Courses, with no courses included | 5/each |
| Grammar | Any grammatical error, including without limitation: spelling, subject-verb agreement, verb tense, word choice, misplaced modifier, fragment, comma splice, colon, semi-colon | 5/each  One error is enough to lose credibility |
| Technical Skills | Failure to state technical skills  Failure to use columns or tabs to separate tech skills | 5/each |
| Skills | Failure to use a skills section | 5 |
| White Space | Too much white space | 15 |
| Professional Experience | Using sentences rather than phrases or bullet points  Not in reverse chronological order  Failure to give job title, company, and dates | 5/each  15  15 |
| Academic Projects | Failure to name project  Failure to describe project succinctly  Failure to state technology used in project  Not in reverse chronological order  No notation regarding semester project completed in | 5/each |
| Availability | Failure to state when available for internships  Failure to state when available for full time employment | 5/each |
| Languages | Uses languages section to discuss computer languages instead of actual languages spoken/written | 10 |
| RAUR | Fails to use REFERENCES AVAILABLE UPON REQUEST when there is space left blank at the bottom of resume | 10 |
| Font Size & Type | Fails to use san-serif font  Does not make name in letterhead larger than rest of information in letterhead  Too large or too small | 5/each |
| Spacing | Spacing between sections is missing/too much | 5/each |
| Margins | Margins are too large or small (must take up 1 page) | 5 |
| TOTAL |  | 100 |