

Grade Descriptions

Job Posting + Resume

Grade	Meaning	Bottom Line
A / A-	An A resume is targeted to a <u>specific job</u> and uses <u>keywords</u> from the description appropriately. Content is fully <u>developed</u> and speaks directly to the job positing: the resume presents enough <u>substantive information</u> about your experience to make a potential employer want to contact you. Job or skill descriptions are complete yet not wordy; they rely on brief sentences and bulleted statements and are supplemented with no more than two descriptions of <u>results</u> . Because it is <u>designed well</u> , with appropriate white space, the reader doesn't have to work to find your strongest skills and achievements. Your most <u>relevant</u> experiences and accomplishments stand out. Important points are <u>prioritized</u> in the order appropriate to the <u>posting</u> , and the <u>argument</u> you make.	Your resume would immediately create a positive professional impression. A reader would find your resume unique and memorable. Because she's intrigued, she will "drill down" and read beyond your job titles to see how you described your work or school experience. She will be genuinely interested in meeting you, be relieved that at least someone knows how to compose a resume. She will show your resume to her colleagues and put you at the top of the list of people to call for an interview.
B+/B/B-	A B resume represents good work. It might have almost all the virtues of the A document, but it has likely not been developed and/or designed exceptionally well. It may have a spelling mistake. The heading structure may change between job entries, or the descriptions may be skimpy. There will be a lack results listed under the experience sections that do not effectively convey the value you brought to the organization you served.	You might get an interview with this resume, but that would be completely out of your control. A reader would like your background, but he may decide that your experience is just like everyone else's and would put your resume in the "Maybe" pile. Most resumes out there are "good" resumes.
C+/C/C-	A "C" document is satisfactory work. Although this looks like a resume—it satisfies the minimum requirements of the assignment—it is flawed. An average resume usually lacks two, three, or more characteristics of good resumes. It doesn't fully address the needs stated or implied in the job posting; it may be confusing to read, rely on a confusing heading structure, not be uniform in its descriptions, lack development, etc. The experience are descriptions of duties and do not effectively speak to performance.	To a reader, an average resume represents the effort of an average person. It may take that reader 10 seconds of reading to reach that conclusion about you, but she'll move to the next resume of the pile quickly. You don't want to be average.
D	A "D" document is unsatisfactory. Although some aspects of the document might be well done, there are numerous or significant problems with its conception or execution. Job experience, skills or positions are only listed, not developed. It's a product of the Microsoft Resume template. It practically yells at the reader, "I did this last minute just because I had to submit something."	A reader would spend one second scanning the resume overall, skim the heading for another second, and, with a sense of relief, put your resume on the pile to throw away. The company would never contact you, believing, correctly, that if you didn't make the effort, why should they?
F	An "F" resume fails on multiple levels. It may be submitted after the deadline, it does not respond to the readers' needs, it is extremely difficult to read, or it is unprofessional in appearance or writing quality.	Reevaluate your commitment.