

Resume Assessment Criteria

SL	Assessment Areas - Part A (Mandatory)	Meets the Standards	Missing / Needs complete rework
1	Professional Photo	<input type="checkbox"/>	<input type="checkbox"/>
2	Contact - City, State, Mobile, email id	<input type="checkbox"/>	<input type="checkbox"/>
3	Contact - LinkedIn, Portfolio, GitHub (hyperlink & working)	<input type="checkbox"/>	<input type="checkbox"/>
4	Professional Summary (2-3 sentences)	<input type="checkbox"/>	<input type="checkbox"/>
5	Education - In reverse chronological order	<input type="checkbox"/>	<input type="checkbox"/>
6	Dates are in mm/yy format	<input type="checkbox"/>	<input type="checkbox"/>
7	Technical Skills Listed	<input type="checkbox"/>	<input type="checkbox"/>
8	Soft Skills 2-4 areas are listed	<input type="checkbox"/>	<input type="checkbox"/>
9	Projects. Min of 2 and max 3 are added	<input type="checkbox"/>	<input type="checkbox"/>
10	Projects are linked and deployed	<input type="checkbox"/>	<input type="checkbox"/>
11	Tech Stack is clearly listed in each project	<input type="checkbox"/>	<input type="checkbox"/>
12	Grammar, Punctuation, and Spelling Check	<input type="checkbox"/>	<input type="checkbox"/>
SL	Assessment Areas - <u>Part B (If Applicable)</u>	Meets the Standards	Missing / Needs complete rework
1	Work Experience/Internships/ Volunteering work	<input type="checkbox"/>	<input type="checkbox"/>
2	Leisure Interests/Interests	<input type="checkbox"/>	<input type="checkbox"/>
3	Trainings and Certifications related to your current domain only, unless really valuable	<input type="checkbox"/>	<input type="checkbox"/>
4	Achievements - something that can add value to your profile	<input type="checkbox"/>	<input type="checkbox"/>

Part A (Mandatory)

1. Professional Photo

- ☐ I added a professional photo. (Formal clothes)
- ☐ The photo is a headshot and the background is plain.
- ☐ I am smiling and looking at the camera.

2. Contact Information

- ☐ I added my City, State, Mobile, and Email.

- ☐ My LinkedIn, Portfolio, and GitHub links are working.

3. Professional Summary

[ChatGPT Prompt - Web Development](#)

[ChatGPT Prompt - SDET](#)

[ChatGPT Prompt - Data Analyst](#)

- ☐ I wrote 2-3 sentences about my skills and accomplishments.
- ☐ I avoided using pronouns like "I" or "my."
- ☐ I used action verbs and adjectives to describe my skills.

Example:

Highly skilled and motivated Full Stack Web Developer proficient in MERN stack. Demonstrated ability in successfully building both solo and collaborative projects. Possesses strong technical expertise in front-end and back-end development, coupled with excellent problem-solving and communication skills. Ready to contribute to innovative and impactful web development initiatives.

Or

Detail-oriented and highly motivated Data Analyst with a strong foundation in frontend languages and practical project experience. Proficient in SQL, Excel, and Python, showcasing a keen analytical mindset. Adept at translating data insights into actionable business solutions. Eager to contribute technical expertise and drive impactful results.

WARNING : Do not copy these examples word by word or your resume will not stand out. The key is to understand the aspects of writing this and use your own research/words.

4. Education

- ☐ I listed my education from most recent to oldest.
- ☐ I included the track name, institution, and dates in mm/yy format.

Example:

- Full Stack Web Development/Data Analysis
Masai School, Bengaluru
Sep 2023 - May 2024
- Bachelor of Technology (Civil Engineering)
Ideal College of Engineering, Gurgaon
Jun 2019 - Jul 2023

5. Technical Skills

- ☐ I listed my relevant technical skills.

6. Soft Skills

- ☐ I listed 2-4 soft skills.

7. Projects

[ChatGPT Prompt - Projects - Web Development](#)

[ChatGPT Prompt - SDET](#)

[ChatGPT Prompt - Projects - Data Analysis](#)

- ☐ I added 2-3 projects.
- ☐ My projects are linked and deployed.

- ☐ I clearly listed the tech stack for each project.
- ☐ I mentioned my contributions in bullet points.

Projects

Spark America [Live Demo Link](#) [Github Repo Link](#)

HTML CSS JavaScript

- Implemented workout plan filtration using advanced search criteria such as intensity level, duration, and target muscle groups
- Enabled seamless payment integration, providing multiple options for users to purchase premium workout plans and unlock exclusive content
- Created a user-friendly sign-in and sign-up functionality, ensuring secure access and personalized experience in this collaborative project

8. Grammar, Punctuation, and Spelling Check

- ☐ I used a grammar check tool like Grammarly.
- ☐ I proofread thoroughly to ensure no errors.

Part B (If Applicable)

1. Work Experience/Internships/Volunteering

[Previous experience/internship](#)

[Present Experience/Internship](#)

- ☐ I listed the employer, position title, location, and duration.
- ☐ My responsibilities and achievements are in bullet points.

2. Leisure Interests/Interests

- ☐ I listed productive interests.

3. Trainings and Certifications

- ☐ I included relevant certifications.
- ☐ I added the course name and link.

4. Achievements

- ☐ I briefly described my productive extra-curricular achievements.

Aesthetics

- ☐ My text and formatting are consistent.
- ☐ I saved my resume as a PDF, and hyperlinks work.
- ☐ I used bullet points properly, with no large gaps.