Resume Assessment Criteria

SL	Assessment Areas - Part A (Mandatory)	10 points Meets the Standards	7 points Needs Improvement	0 Missing / Needs complete rework
1	Resume is in PDF Format			
2	First-Last-Resume			
3	Resume is of 1 page only			
4	Professional template (No bright colours)			
5	Professional Photo			
6	Name & Header (Position) ex - Full Stack Developer			
7	Contact Me - City, State, Mobile, email id			
8	Contact Me - LinkedIn, Portfolio, GitHub (hyperlink & working)			
9	Professional Summary (2-3 sentences)			
10	Education - In reverse chronological order			
11	Dates are in mm / yy format			
12	Technical Skills Listed			
13	Soft Skills 2-4 areas are listed			
14	Projects Min of 2 and max 3 are added			
15	Projects are linked and deployed			
16	Tech Stack is clearly listed in each project			
17	Aesthetics (Proper font, format, alignment and size)			
18	Points are in bullets and aligned well			
19	All Headers are highlighted and aligned well			
20	Grammar and Spell check			
	Total			
SL	Assessment Areas - Part B (If Applicable)	10 points Meets the Standards	7 points Needs Improvement	0 Missing / Needs complete rework
1	Work Experience/Internships			
2	Hobbies/Leisure Interests			
3	Trainings and Certifications			
4	Achievements			

Student has score total 180+ from Part A & minimum 7 in each of the above criterias to clear their resume round as part of MAC 101 / MAC 201

Personal and Contact Information

☐ I listed my First and Last name at the top of my resume
☐ I listed my title e.g. Full Stack Web Developer below my name
☐ I listed my mobile number in the contact section
☐ I included my City, State in my contact section
☐ I included an email address in my contact section
☐ I linked my GitHub account in my contact section.
☐ I linked my LinkedIn in my contact section.
☐ I linked my Portfolio in my contact section
☐ I did not list my house address.
☐ I did not link to any social media accounts that are not professional (Facebook, Instagram, Twitter)

Summary

At least 3-4 sentences highlighting your skills and explaining how your skills and accomplishments will benefit the company receiving your application. Try to match this information with your skill set/qualifications and the general tone of the job. Use action verbs here for impact.

Skills

A concise bulleted list of your technical skills that apply to the position.

☐ I have created a separate section for Technical skills and Soft Skills
☐ I listed all my technical skills, methodologies, and platforms related to my curriculum track, with my strongest skills at the top of the list.
☐ I did not include qualities such as: teachable, committed, and dedicated Soft Skills

Project Section:

☐ I selected 2-3 best projects from my portfolio to include on my resume
☐ I listed the title for each of these Projects and the role I held on the project e.g. netmeds.com - Front End Developer
☐ I linked to a GitHub repository.
☐ I hyper-linked the project title to my deployed project at GitHub
☐ I did not link to a deployed website for my Construct week project (these expire)
☐ I included one sentence to describe what the project is about
☐ I did not use the phrase This project was… or This project is… in the description
☐ I did not use more than 1 sentence to describe the project
☐ I clearly listed the tech stack used for each project under the bullet **Tech Stack:**
☐ I listed 2-3 bullets highlighting my responsibilities on each project, how the technology was used, and unique accomplishments when working on the project under the bullet **Areas of Responsibility:**

☐ I did list responsibilities in bullet point format (I did not leave in paragraph format)

☐ I did start each bullet point with an **action verb**, and I did not use phrases such as: Assisted with… Worked on… Helped with… Solely responsible for…

☐ **I did describe past projects in the past tense and current projects in the present tense**

☐ I did not use pronouns such as: "I," "we," "they, "you," "me," and "us."

☐ I did not use the words "capstone" "Masai construct week" or "School" project

☐ I did not list the dates of development e.g. Month Year or Month Year - Month Year, but simply a**dded the number of days it took me to create/complete the project**

Education

List your education in reverse chronological order.

☐ **I included Masai School, my track name, and dates attended or graduated, and mention full-time/part-time programs**

☐ I listed all higher education; including the name of an educational institution, degree type, and date the degree was received or will be received e.g. May 2022 or Expected Dec 2022.

☐ I did list my Educational institutions in chronological order from most recent to least recent.

☐ I did not list my High School details, Unless you have only completed your 12th or Diploma, it is not necessary to include your secondary education.

Work experience / Internships (if applicable)

Create a concise summary of your work history / Internships.. For each job/internship, make sure to include the company name, your position title, the dates you worked there, and a few bulleted points describing your accomplishments and duties there. These must be listed in reverse chronological order, which means listing the newest positions first. *Also, make sure to highlight relevant skills/tasks you've acquired that are relevant to the position you seek.*

☐ I listed the name of employer, position title, job location, and duration for each job listed

☐ I did list location in this format: City/district, State

☐ I did list date range in this format (Month Year - Month Year) or (Month Year - Present)

☐ I did list Remote experience as **Remote not Online / Virtual**

☐ I listed 2-5 bullets points that describe my responsibilities/accomplishments for each job, and these bullet points reflect transferable skills to a tech-related job

☐ Whenever possible, I quantified my accomplishments (see below for example)

☐ I did describe past work experience in the past tense and present work experience in the present tense

☐ I did not use the following words in any part of my description: I, me, you, we, etc.

☐ I did start each bullet point with an action verb, and I did not use phrases such as: Responsible for…, Assisted with…, Worked on…, Helped with…

☐ I did list my job descriptions in bullet point format (I did not leave them in paragraph format)

☐ I did list relevant experiences first in my employment section. When listing non-relevant experiences, I listed those in chronological order from most recent to least recent.

Industry-specific extras

Include relevant licenses and certifications you hold if they could be helpful for the specific job you seek.

Text, Type, Formatting

"Little things don't mean a lot, they mean everything

☐ My resume is 1 page only and in PDF format
☐ I did use spell check (Grammarly)
☐ I did use an accessible font (e.g. Calibri or Arial) size 11 or higher throughout my resume.
☐ I did not use full stops after any bullet points.
☐ I did not leave large or uneven chunks of white space on my resume.
☐ I did not capitalize non-proper nouns in the middle of the sentence e.g. Ensuring that Users understood the sign-up process…, Meeting with Stakeholders weekly to understand product specifications, and communicating the timeline..
☐ **If I am applying in the US, I did not include a headshot or [image of myself] on my resume.**
☐ I did ensure each section has a header and this header stands out compared to the body text (by increasing the font size, using bold, and/or using a different font).
☐ I did check that my capitalization of tools, languages, and skills are correct and consistent throughout e.g. JavaScript not Javascript
☐ I did check that my role titles/spelling are consistent throughout: e.g. Full Stack not Fullstack.
☐ I did save my resume as a PDF (not as a Word or other text document) and confirmed that any hyperlinks still work.

Grammar, Punctuation, and formatting for resumes

Grammar
- Delete terms and phrases that seem businesslike but add no value
- Avoid double negatives
- Replace the adverbs or the -ly words with powerful verbs to make your resume more impactful
- Run a spell-check across all your documents and get rid of all typos if any
- Ask a friend or a colleague to proofread your resume before you send them out.

Punctuation
- Remove extra punctuation and break up long sentences into shorter ones
- Use punctuation marks based on the functional purpose
- Comma - To add a gentle pause in the sentence
- Colon - To bring attention to something
- Semicolon - to combine two separate but complete sentences together

- Quotation mark - To quote someone, emphasize something and/or in titles of books, movies and other forms of literature.

Formatting
- Use simple fonts such as Times New Roman, Arial, Cambria, and Georgia

Attention to detail - Spelling, and grammar are very important; they are indicators of an applicant's attention to detail. It is almost impossible to recover from spelling errors on your resume.

Action words - Use words that convey action. For a list of action, words to include, see the table Action Verbs for Your Resumes below.

Editing - (Proof Reading): Take the time to thoroughly edit and proofread your resume. Have 1 or 2 other people look it over to catch anything you might have missed. Even the smallest spelling mistake can have a disastrous effect on your application. You may even want to use a professional editing service to help you proofread before you submit it.

Format and Design: - Unless the recruiter or the hiring manager asks for a specific format, save your resume as a pdf or Word document (.doc or .docx).

Font style, size, and color - Use the most common fonts: Arial, Calibri, Verdana, Times New Roman, Georgia, Lucida, Tahoma, or Trebuchet. Make sure to only use one or two font types. The font size should be between 10 to 12 points and the color should be consistent throughout (dark gray or black).

White space/margins - Use at least 1-inch margins all the way around your resume. Leave enough white space to keep the page from looking cluttered.

Bonus:

Email address - Sign up for an email address that is professional and appropriate. Avoid email addresses like alexlovesparty5487@gmail.com, and go for something like alex.smith@gmail.com.

Customization - Tailor your resume specifically to each job you are applying for. One way to do this is to include words or phrases from the job description on your resume.

Keywords - Include industry and position keywords so your resume will make it through the ATS (applicant tracking system). Don't overdo it, though.

Metrics - include performance metrics that demonstrate your accomplishments in your current and former jobs and detail how you helped each company specifically.

What to Omit:

A "Career objective" section - Instead, write why you are qualified for the position and what makes you the best candidate for the position.

Pictures, tables, or graphs - They are unnecessary and will cause confusion for both readers and application tracking systems.

Gender, age, or marital status - Employers are not allowed to make decisions based on an applicant's status, so it's not necessary to include this information.

A "references" section - If a hiring manager/HR department needs references from you, they will let you know.

Fraud and exaggeration -Never lie on your resume

Clichéd words -Avoid overused words such as innovative, creative, seasoned, etc. They are vague and have lost their strength. Focus on showing your skills through job responsibilities and accomplishments.

Suggestive online resume builders

- ❏ FlowCV.com
- ❏ livecareer.com
- ❏ resumegenious.com
- ❏ cvmkr.com
- ❏ visualcv.com
- ❏ dayjob.com
- ❏ hiration.com
- ❏ zety.com
- ❏ Novoresume.com

Action Verb for Your Resume

Communication skills

addressed	communicated	debated	enlisted	interviewed	negotiated	recruited
advertised	condensed	defined	explained	joined	participated	solicited
arbitrated	consulted	described	furnished	judged	promoted proposed	responded
arranged	contacted	developed	interpreted	lectured	outlined	resolved
articulated	conveyed	discussed \	formulated	listened	observed	reinforced
authored	convinced	edited	interacted	marketed	publicized	reported
clarified	composed	elicited	influenced	moderated	presented	referred
collaborated	conferred	directed	expressed	mediated	persuaded	specified

Research skills technical

analyzed	examined	interviewed	assembled	developed	printed
collected	experimented	investigated	calculated	engineered	remodeled

critiqued	extracted	located	converted	installed	replaced
determined	formulated	measured	determined	maintained	restored
conducted	identified	organized	built	overhauled	solved
compared	inspected	solved	constructed	programmed	specialized
clarified	interpreted	summarized	conserved	regulated	upgraded
evaluated	explored	tested	computed	fabricated	utilized
diagnosed	gathered	searched	designed	operated	studied
detected	invented	researched	debugged	rectified	standardized

Teaching skills
Creative Skills

adapted	computed	printed	acted	drew	invented modeled
assembled	developed	rectified	adapted	entertained	modified
calculated	engineered	regulated	began	illustrated	originated
converted	installed	remodeled	combined	instituted integrated	performed
determined	maintained	repaired	conceptualized	founded	revised
constructed	overhauled	replaced	created	formulated	revitalized
built	programmed	restored	customized developed	fashioned	solved
designed	fortified	solved	directed	established	shaped
debugged	fabricated	specialized	displayed	introduced	photographed
conserved	operated	upgraded	condensed	initiated	planned