

Skill	Exceeds – 5	Meets – 3	Needs Revision – 1
Presentation	<ul style="list-style-type: none"> Sections follow a logical order Follows suggested format Uses reverse chronological order within sections Professional and correct terminology used consistently Uses correct name of program; no acronyms 	<ul style="list-style-type: none"> Sections are slightly out of logical order Somewhat follows suggested format Uses reverse chronological order most or all of time Professional and correct terminology used in some places Program name is indicated, but not correct or acronyms used 	<ul style="list-style-type: none"> Lacks visual appeal Sections are not in a logical order Does not use reverse chronological order within sections
Completion	<ul style="list-style-type: none"> Includes a Highlights of Qualifications section in order to provide employer with most significant attributes and selling points that match program and tailored to job posting Includes objective, skills, experience and education and covered in descriptive detail 	<ul style="list-style-type: none"> Includes a Highlights of Qualifications section somewhat related to job posting Includes objective, skills, experience and education and covered in sufficient detail 	<ul style="list-style-type: none"> Lacks a Highlights of Qualifications section or includes with irrelevant details Missing one of the following: objective, skills or education; no detail provided
Employment History or Related Experience	<ul style="list-style-type: none"> All action phrases used to describe duties and skills (use of action verbs) Information clearly demonstrates ability and shows accomplishments and results Dates are provided in employment/experience and volunteer sections 	<ul style="list-style-type: none"> 1-2 duties/skills lack action phrases Information demonstrates ability to perform the job Dates are provided in employment/experience and volunteer sections 	<ul style="list-style-type: none"> 3 or more duties/skills lack action phrases Information does not clearly demonstrate ability to perform the job Dates are not provided

Format	<ul style="list-style-type: none"> Clearly balanced margins Appropriate fonts/consistent point size; consistent alignment Content is easy to read and includes full contact information within header including email Uses bullets consistently Appropriate use of spacing between sections . 	<ul style="list-style-type: none"> Balanced margins, somewhat offset Fonts are used, sometimes inconsistently; alignment is not always used consistently Content is easy to read and includes full contact information within header, including email Spacing is inconsistent or is lacking 	<ul style="list-style-type: none"> Margins are not balanced Fonts are used inconsistently or not at all No bullets or used inconsistently Spacing is not used or is inconsistent
Spelling and Grammar	<ul style="list-style-type: none"> No spelling errors No grammatical errors No personal pronouns within resume (I, my) 	<ul style="list-style-type: none"> 1-2 spelling errors 1-2 grammar errors 1-2 personal pronouns (I, my) 	<ul style="list-style-type: none"> 3 or more spelling errors 3 or more grammar errors 3 or more personal pronouns (I, my)
Overall Score /25			