**Resume Review Sheet**

Resumes will be graded on the areas listed below.

* + - * + **Grading Scale:**

A – 27-30

B – 24-26

C – 21-23

D – 18-20

F – 0-17

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| **Area** | **Points Available** | **Points Earned** | **Notes** |
| **Spelling and Grammar**  5 points: No errors in spelling, punctuation, grammar or capitalization All words are written out in full- no acronyms  3-4 points: Errors and/inconsistency of spelling, punctuation and grammar and capitalization  1-2 points: High number of errors/inconsistency of spelling, punctuation, grammar and capitalization throughout resume | 5 |  |  |
| **Format/Style**  5 points: consistent use of font size and font face; style, bullets, italics, bold and/or underlining are consistent throughout; fills page  3-4 points: Font size is too small or inconsistent; font type varies, name is too small; resume does not fill page, uneven white space  1-2 points: Significant inconsistencies in font size and style, name is too small; resume is either too short or more than 1 page | 5 |  |  |
| **Content**  9-10 points: Resume includes all necessary sections and reflections professional guidelines; experience, awards and activities are relevant to the job  6-8 points: Most of the necessary information is included and guidelines are followed; 1-2 errors in presentation; Experience section is light on information; other sections are overloaded with information  1-5 points: Presentation of content contains many errors; relevant information lacking or missing; sections are missing | 10 |  |  |
| **Experience Descriptions** |  |  |  |
| 1. **Work Experience.** Does the work experience go in backwards chronological order? Did you include the company, city, state, job title, and dates employed? Are the bullet points well worded and do they start with an action word? Is verb tense consistent? | 5 |  |  |
| 1. **Bullet Points/Accomplishment Statements.** Do you quantify your accomplishments in your work or project experience sections? Do your descriptions demonstrate specific detail of skills, accomplishments, and responsibilities? | 5 |  |  |
| **Total Number of Points** | **30 available** |  |  |

**General Comments:**

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