

CV Evaluation Report will focus on three main factors: -

1. Language.

- a. Grammar (Sentences Structure).
- b. Spelling.
- c. Verbs.
- d. Punctuation.

2. Layout and Presentation.

- a. consistent design and colours
- b. Alignment, Spacing and Fonts
- c. Using headings to guide your reader
- d. Sections Order.
 - i. Contact information
 - ii. Professional objective
 - iii. Professional licenses and certifications
 - iv. Education
 - v. Work experience
 - vi. Awards and honors
 - vii. Community service activities
 - viii. Projects and References.

3. Content

- a. Length (1-2 pages).
- b. Sections (Is there any missed section?)
- c. Message across CV (Do you meet our essential criteria? academic? experience? skills?)

Main Factor	Evaluation Point	Rate	
Language Does it use powerful language such as action verbs, Grammar and spelling mistakes?	Grammar (Sentences Structure).	10	40%
	Spelling.	10	
	Verbs.	10	
	Punctuations.	10	
Layout and Presentation Is it structured, clearly presented and easy to read?	Consistent design and colours.	10	30%
	Alignment, Spacing and Fonts.	10	
	Using headings to guide reader.	5	
	Sections Order.	5	
Content Does it show that you possess the qualities and skills required	Length (1 – 2 Pages).	10	30%
	Sections (Is there any missed section?).	10	
	Message across CV. (Qualified or Not?).	10	
Total		100	100