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| **Heading** | **Approved** | **Not Approved** |
| **Mechanics** | * Résumé has no capitalizations, spelling, or grammar errors. | * Résumé has capitalization, spelling, or grammar errors. * Resume has a pattern of errors, making the résumé difficult to read. * Information has been abbreviated when it should have been spelled out. |
| **Formatting** | * Résumé fills one or two full pages, but is not crowded. White space has been utilized effectively. * Font style and layout are consistent throughout. Important information stands out immediately. | * Resume is formatted inconsistently. * Information cannot be found quickly. * Multiple fonts are used. * Font size is too small and margins are too narrow. * Graphics, such as clip art of borders. * Content in header. * Template is used. |
| **Contact Information** | * Contact information is professional and easy to read. * Name is formatted in a larger or bolder font to draw attention to it. | * Heading is missing one or more of the required pieces of contact information. * Email address is personal or inappropriate. * Resume includes a photo. * Contact info is missing from second page (if applicable) |
| **Summary/Objective** | * Objectives statement succinctly summarizes the specific opportunity that the application is seeking and introduces the experience described in the enclosed résumé, appealing to the needs expressed by the employer. | * Objective statement does not indicate the opportunity the candidate is seeking. * It is focused on the applicant instead of the employer. Objective statement indicates interest in an unrelated organized. |
| **Education** | * Education section is well laid out and complete. * It includes the institution, locations, degree, major, date of completion, and GPA if over 3.0/4.0. * The full name of the degree is written. * Section may include study abroad experiences, academic honors/awards and relevant courses. | * Education section is incomplete and disorganized. Name of institution is missing. * Major is listed without a degree. * Includes high school information. |
| **Research (as applicable)** | * Résumé has been completely customized with keywords that demonstrate the qualifications, skills, and abilities highlighted in the job description. | * Résumé does not reflect an understanding of the qualifications, skills, and abilities of the position. |
| **Experience** | * Section is organized in reverse chronological order. * Descriptions reflect the skills desired by the employer and include details including the name of the employers / organizations, locations, titles, and dates of employment. * Bullet points are used to break up text into concise phrases that begin with action words in the appropriate tense. * Results are quantified. Uses PAR method (Problems, Actions, Results) | * Experience section is incomplete. * Pertinent information about experiences cannot be found quickly or is missing, such as dates, position title, employer. * There are no descriptions about job accomplishments. * Too much or too little information has been included, leaving the reader unclear about the applicant’s skills, abilities, and accomplishments. |
| **Civic engagement**  **Community Service Involvement(if applicable)** | * Section is organized in reverse chronological order. Involvement sections describe all involvement with organizations, activities, and honors. * Information reflects the skills desired by the employer. * Bullet points are used to break up text into concise phrases that begin with action words. | * Involvement section contains very little information of is missing entirely. * Pertinent information is missing. * Descriptions state what the organization is instead of describing individual contributions. * Reference to religious and or political affinities |