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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.
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| **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.
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| **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)
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| **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.
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| **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.
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| **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.
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| **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.
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| **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
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