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| **Resume Assignment Assessment**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Ex: Excellent VG: Very Good G: Good S: Satisfactory IN: Improvement is needed** | | | | | |
| **Criteria** | **IN** | **S** | **G** | **VG** | **Ex** |
| **Format:**   * Formatting is visually appealing (aligned, organized, easy to follow, etc.) * 1-2 pages long * Objective is clearly stated at the top of the resume * Thoroughly completed each section of resume * No obvious errors in the information provided * "Skills and abilities" or "Work/Volunteer Experience" section uses action verbs in the sub-points to expand each skill and demonstrate specific examples of when you did these things (ex: Managed a team of 4 classmates to complete a project) * Gives a good indication of who you are as a potential employee and what you have to offer * In point form only, with the exception of the objective * Use of 1st person (I, me, we) has been **avoided**, with the exception of the objective |  |  |  |  |  |
| **References**   * 2-3 References listed (Reference person’s full name, title, phone number, and email) in the resume or on a separate document |  |  |  |  |  |
| **Conventions:**   * Conventions (spelling, grammar, punctuation, capitalization) are flawless |  |  |  |  |  |
| * **Assignment was completed on time** |  |  | | |  |

**/10**