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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
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| **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
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| * **Assignment was completed on time**
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  **/10**