



Personalized Learning Requirements

Resume Scoring Guide

Name: _____

ID: _____

Met

Not Met

Reviewed by: _____

Must score a "Meets" or better in all areas to meet requirements

	Exceeds	Meets	Needs Improvement
Format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • 1 page • Sections neatly spaced • Sub-categories are clearly distinguished • Clean, simple font • Uses appropriate font size • Content is aligned appropriately • Top heading is attractive, professional, and personalized 	<ul style="list-style-type: none"> • 1 page • Sections spaced • Sub-categories are distinguished • Clean, simple font • Uses appropriate font size • Top heading is included 	<ul style="list-style-type: none"> • Extends beyond 1 page • Sections poorly spaced • Sub-categories not clearly distinguished • Fancy font chosen • Inappropriate font size • Top heading not included or unprofessional
Heading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Name, address, phone & email 	<ul style="list-style-type: none"> • Name, address, phone & email 	<ul style="list-style-type: none"> • Incomplete information
Resume Selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<small>*5 required areas: • Name & contact information • Objective • Education • Two or more additional categories such as Work Experience, Volunteer Service, Skills, Academic Achievement, Extracurricular Activities, Leadership, References, Awards, Certificates, etc.</small>	<ul style="list-style-type: none"> • Includes 5 required areas* • Includes 1 (or more) additional category 	<ul style="list-style-type: none"> • Includes 5 required areas 	<ul style="list-style-type: none"> • Not all required areas listed and properly completed
Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Skills/abilities are relevant • Work/Volunteer experience is supported with examples, duties, and other details • Uses professional word choice 	<ul style="list-style-type: none"> • Skills/abilities are relevant • Complete Work/Volunteer experience is supported with examples 	<ul style="list-style-type: none"> • Skills/abilities not relevant • Incomplete Work/Volunteer experience • Content not indented under headings
Spelling Grammar Punctuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • No errors 	<ul style="list-style-type: none"> • No errors 	1 or more errors
Word Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Uses short, simple phrases • Uses variety of descriptive, professional words 	<ul style="list-style-type: none"> • Uses short phrases, but word choice needs development 	<ul style="list-style-type: none"> • Uses full sentences • Word choice is unprofessional