

## Handout 3.4: Resumé Evaluation Chart

Student Name:							
CRITERIA		Mark Value (I = Incomplete)					Comments
<b>1. READER'S FIRST IMPRESSION</b>							
<ul style="list-style-type: none"> <li>- quick glance</li> <li>- placement on page</li> <li>- no wrinkles, no smudges on paper</li> </ul>		I	1	2	3	4	5
<b>2. COMPLETE INFORMATION AS REQUIRED</b>							
<b>Sections</b> <ul style="list-style-type: none"> <li>- career objective</li> <li>- personal profile/summary of qualifications</li> <li>- education/training</li> <li>- community involvement/co-curricular/ leadership roles</li> <li>- work experience</li> <li>- achievements, awards</li> <li>- special interests</li> </ul>		I	1	2	3	4	5
<b>Details of various academic and work experiences</b> <ul style="list-style-type: none"> <li>- clear and thorough information</li> <li>- action words, special skills, activities</li> <li>- dates and locations provided</li> </ul>		I	6	7	8	9	10
<b>References</b> Your personal letterhead from resumé at top of a separate page <ul style="list-style-type: none"> <li>- minimum two references</li> <li>- full name/title</li> <li>- company name/address</li> <li>- contact numbers</li> </ul>		I	1	2	3	4	5
<b>3. FORMATTING</b>							
<ul style="list-style-type: none"> <li>- spacing between sections, headings</li> <li>- bullets, type and size, consistency</li> <li>- aligning of bullets</li> <li>- font selection, size, and style</li> </ul>		I	1	2	3	4	5
<b>4. DESIGN</b>							
<ul style="list-style-type: none"> <li>- use of lines, shading, etc.</li> <li>- section headings</li> <li>- placement on page</li> <li>- legible, easy to read</li> </ul>		I	1	2	3	4	5
<b>5. ACCURACY</b>							
<ul style="list-style-type: none"> <li>- spelling/grammar/word usage</li> <li>- personal information and dates</li> <li>- abbreviations properly noted</li> </ul>		I	1	2	3	4	5
<b>TOTAL</b>						<b>/ 40 marks</b>	