

Name: _____ Date: _____

The resume reflects the student accurately; skills and abilities are truthfully communicated:

1 2 3 4 5

The resume is organized in an understandable manner that includes appropriate sub-headings such as objective, skills, and experience:

1 2 3 4 5

The resume has a bold, appealing heading with a name, address, phone number, and email formatted correctly:

1 2 3 4 5

The resume has a clear objective that states its purpose and audience:

1 2 3 4 5

The resume has a professional appearance; headings and lines are aligned properly and anything that is bolded, italicized, or underlined is done consistently throughout the resume:

1 2 3 4 5

The resume has correct spelling and grammar; "I" or "you" do NOT appear in the document; verb tense is consistent throughout the resume:

1 2 3 4 5

The resume makes the reader want to hire the student; communicates strong, positive skills, abilities, knowledge, and experience overall:

1 2 3 4 5

Total: _____ / 35

Comments: _____

