

RESUMÉ CHECKLIST

Writer: _____

Assessor: _____

DESCRIPTION OF EXPECTATION	✓ + EXCEEDING	✓ PROFICIENT	✓ - ADEQUATE	✗ BEGINNING
Effective Resumé Sections <ul style="list-style-type: none"> • Complete contact info • Objective/Goal Statement • Skills/Abilities • Work Experience • Education • Other: Any applicable hobbies, volunteer experience, awards/ recognition) • 3 Complete References 				
Effective Content (details) <ul style="list-style-type: none"> • Recent experience and most relevant skills listed first in each section • Effective order of categories • Excellent active word choices • Avoids personal pronouns • Highlights applicant's best qualities 				
Format <ul style="list-style-type: none"> • Effective order of categories • 12 point Times New Roman, or equivalent font • Effective and eye catching formatting (not cluttered) • No more than two pages • Sections don't split from one page to next 				
Editing <ul style="list-style-type: none"> • Thorough evidence of editing • No errors in spelling • No inconsistent spacing or fonts 				

✓ + Excellent, Unique, and Publishable

✓ - More attention to criteria needed

✓ Present, but one or two adjustments needed

✗ Criteria are not met