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| Student: |  |
| Interviewer: |  |
| **Criteria** | **Badger Ready** | **Almost Ready** | **Needs Improvement** | **Comments:** |
| **Contact Information*****Allows employer to contact you easily***  | * Includes name, email & phone number
* Name stands out
* Professional email
 | * Includes name, email & phone number
* Name does not stand out
* Email is too casual
 | * Information is missing
* Email is unprofessional
* Includes the word “resume”
 |  |
| **Education*****Convey academic qualifications and training*** | * Includes full name of college, location (city/ state), full name of certificate/degree
* Correct major and/or concentration
* Graduation date and/or expected graduation date
* Includes other institutions if appropriate
 | * Only has basic degree information
* The following is not accurate: official name of certificate/degree, concentration, location or date
* Includes a date range rather than just a graduation date
 | * Missing name of institution
* No city or state listed
* Incorrect title of certificate/degree
* Listing multiple colleges/universities when no degree was awarded
* Listing high school past first year of college
 |  |
| **Experience*****Highlights skills & qualifications in concise manner showing relevance to the desired job*** | * Presents relevant experience first (includes employment, internships, shadowing or service learning)
* Content is listed in reverse chronological order
* Includes employer name, location, job title and start/end dates
* Uses action verbs
 | * Relevant experience is listed but not first
* Skills listed are not transferable
* Repeated use of the same action verbs
* Not detailed enough to fully understand what was done, why, how & for whom
 | * Missing information - employer name, job title, location or dates
* Short, not detailed and does not describe activities with clarity
* Content is not listed in reverse chronological order
* Uses “I” statements
 |  |
| **Involvement*****Highlights skills relevant to position***  | * Uses official name of organization, lists position & dates involved
* Leadership roles listed with details
 | * Includes pertinent info but no extra details
* Leadership roles listed, undefined
 | * Section is missing key information such as positions held or dates of involvement
 |  |
| **Visual Appeal*****Ensures your document is easily read, appears polished***  | * Fills 1 to 2 pages without overcrowding
* Most important info is put first, and/or highlighted effectively using boldin, italics,etc.
* Section headings stand out, are definitive and relevant
* Order of information is consistent within each section
* Margins and font size are appropriate (no less than 11 pt.)
* Format is consistent (use of bold, italics)
* Contains keywords relevant to the job or industry
* Provides adequate white space
* Spacing, tabs and margins are consistent and aligned
 | * Page(s) appear crowded or sparse
* Order of information is consistent in each section
* Does not position the most important info first
* The most important elements could be better highlighted by formatting (use of bold, italics, etc.)
* Formatting could be more consistent (use of bold, italics, etc.)
* Technically correct but does not draw visual interest with use of bolding, italics, font choice
* Tab/margin errors
 | * Document does not use space appropriately (too long or too short)
* Inconsistency in order of info in one or more sections
* Redundant- the same information is presented more than once
* No industry keywords present
* Includes irrelevant information
* Margins/font size too big or too small
* Inconsistency in formatting
* Does not demonstrate evidence of being targeted to specific field
* Important information / titles and headings is difficult to find or not highlighted by formatting
 |  |
| **Grammar, Spelling, and Punctuation** | * Resume has no spelling errors
* Punctuation is consistent
* No errors for spelling, grammar, etc.
 | * Punctuation is not consistent
* Resume contains some spelling, grammar, etc.
 | * Resume contains many spelling, grammar, and/or punctuation errors
 |  |

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