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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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