

Resume Grading Criteria:

Student ID #: _____

Student Score: _____

Format:

- Neat appearance
- Each item stays consistent (dates, abbreviations, etc.)
- No grammatical errors
- No spelling errors
- Font style easy to read (e.g. Times New Roman / Calibri @ 12 point sizing)

Job Objective:

- Clear

Education:

- Organized chronologically
- Consistent

Previous/Current Job Experience:

- Defined/clear job descriptions
- Correct tense (present/past)

Skills/Honors/Activities:

- Organized
- Easy to understand