Resume
Checklist and Grading Criteria

	Incomplete	Poor	Fair	Good	Excellent
	1	2	3	4	5
Content					
Your full name (bolded)					
Your complete mailing address					
Your Phone Number(s)					
Your e-mail address if you have one (professional)					
Concise Summary Statement					
Education (high school and CTE program of study, name of school, year of graduation, and any national or industry certifications)					
Employment (if any, include job title, dates employed, employer's name and description of duties)					
Activities-Clubs/Organizations/Community Service, Service Learning (if any included name, and year of participation)					
Honors/Skills/Knowledge (typing wpm, computer software and level of proficiency, language(s) and level of proficiency, certificates/achievements)					
Interests (list hobbies, sports, interests)					
References (name, title/company, address, contact number of non-relatives)					
Formatting					
Name – stands out by use of font and design					
Centered horizontally on page					
Proper spacing of lines between sections (consistent)					
Headings – to left of section or centered over section					
Use of bullets for lists of items (where necessary)					
Alignment of headings and section information					
Clean, no smudges					
12 pt Font Size					
Spelling, grammar, punctuation, capitalization					
TOTAL POINTS PER COLUMN					
TOTAL PERCENTAGE POINTS/GRADE					