

LCTC Resume Scoring Guide

Student Name: _____

Due Date: _____

Class _____

Overall Presentation *How does it look?*

- | | |
|--|-----------|
| -Readable font | 4 3 2 1 0 |
| -1 st page content, 2 nd page references | 4 3 2 1 0 |
| -Equal space between categories | 4 3 2 1 0 |
| -Information in each category–
arranged consistently | 4 3 2 1 0 |
| -Overall professional appearance | 4 3 2 1 0 |

(20) _____

Organization *Is the order correct?*

- | | |
|---|-----------|
| -Heading: includes
Full name (distinctive, easy to read headings)
mailing address, telephone number,
(e-mail address optional) | 4 3 2 1 0 |
| -Categories: include
Education, Work Experience,
Skills and Abilities, Activities and Awards | 4 3 2 1 0 |

Word Choice/Voice: Writing Style *Is vocabulary expressive?*

- | | |
|--|-----------|
| -Ideas: easy for reader to follow | 4 3 2 1 0 |
| -Skillful use of vocabulary | 4 3 2 1 0 |
| -Action verbs and precise nouns used | 4 3 2 1 0 |
| -‘I’ is not used (verb+what phrase used) | 4 3 2 1 0 |

(24) _____

Conventions: Mechanics, Spelling, and Grammar

- | | |
|------------------------------------|-----------|
| -Correct spelling | 4 3 2 1 0 |
| -Proper punctuation/capitalization | 4 3 2 1 0 |
| -Correct grammar | 4 3 2 1 0 |

(12) _____

Comments

Descriptive Criteria –

- 4 –Well-done
- 3 –Satisfactory:
revision
recommended
- 2 –Contains
errors
- 1 –Numerous
errors
- 0 –Not apparent:
missing

CONTENT *What does it say about the student?*

Education

- | | |
|--|-----------|
| -Schools – highest/ or most relevant first (LCTC),
then high schools-most recent first | 4 3 2 1 0 |
| -Name, City, and State of school, dates attended,
projected graduation date, GPA (3.0 or greater) | 4 3 2 1 0 |
- (8) _____

Work Experience

- | | |
|--|-----------|
| -Arranged most recent first | 4 3 2 1 0 |
| -Includes business name, city, state, supervisor/
manager’s name, dates of employment, job title/duties | 4 3 2 1 0 |
- (8) _____

Skills and Abilities

- | | |
|--|-----------|
| -Relevant to career choice
(including special skills, certifications, etc.) | 4 3 2 1 0 |
|--|-----------|
- (4) _____

Activities and/or Awards

- | | |
|--|-----------|
| -Describes student competencies/offices held, etc. | 4 3 2 1 0 |
| -Includes relevant information and dates | 4 3 2 1 0 |
- (8) _____

TOTAL THIS SECTION () _____

Students must confer with instructor before eliminating a category.

If a category *is* removed, score must be divided – **points earned by points possible** in order to determine a percentage score.

References

- | | |
|---|-----------|
| -Heading – on reference page | 4 3 2 1 0 |
| -Minimum of three appropriate references | 4 3 2 1 0 |
| -Information to include reference name,
job title/relationship, business name and address,
and telephone number (e-mail encouraged, but optional) | 4 3 2 1 0 |
| -Student’s references are relevant to career choice
and work ethic | 4 3 2 1 0 |

(16) _____

Total: () _____