

# LCTC Resume Scoring Guide

Student Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

Class \_\_\_\_\_

## **Overall Presentation** *How does it look?*

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

(20) \_\_\_\_\_

## **Organization** *Is the order correct?*

- |  |           |
|--|-----------|
| -Heading: includes<br>Full name ( <b>distinctive, easy to read headings</b> )<br>mailing address, telephone number,<br>(e-mail address optional) | 4 3 2 1 0 |
| -Categories: include<br>Education, Work Experience,<br>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),<br>then high schools-most recent first            | 4 3 2 1 0 |
| -Name, City, and State of school, dates attended,<br>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/<br>manager's name, dates of employment, job title/duties | 4 3 2 1 0 |
- (8) \_\_\_\_\_

### **Skills and Abilities**

- |  |           |
|--|-----------|
| -Relevant to career choice<br>(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,<br>job title/relationship, business name and address,<br>and telephone number (e-mail encouraged, but optional) | 4 3 2 1 0 |
| -Student's references are relevant to career choice<br>and work ethic   | 4 3 2 1 0 |

(16) \_\_\_\_\_

**Total: ( ) \_\_\_\_\_**