

Name: _____

Resume

Scoring Guide

- | | |
|---|-----------------------|
| 1. Information is accurate | _____/10 pts |
| 2. Students name stands out (Bold or Large text) | _____/ 10 pts |
| 3. Contains students name, address, phone number and e-mail | _____/ 10pts |
| 4. Contains students work history or related experience | _____/10 pts |
| 5. Has clear easy to read categories (Objective, Education, Skills, etc.) | _____/10 pts |
| 6. Contains students skills (Microsoft Office2007, Filing, Internet Research) | _____/10 pts |
| 7. Resume is one page | _____/10 pts |
| 8. No spelling errors | _____/ 10 pts |
| 9. Over All Appearance | _____/ 20 pts |
| Total | _____/ 100 pts |