ARCADIA VALLEY CTC SCORING GUIDE
RESUME
Focus Skills: Resume Format and Organization of Information

CRITERIA	0	1	2	3	4	TOTAL
FORMAT & LENGTH	Format is not acceptable or is incomplete	Does not follow resume format or may require significant revisions; length may not be appropriate	Resume format requires minor revisions; length may not be appropriate	Correct resume format and appropriate length (one page)	Professional resume format and appropriate length (one page)	
PURPOSE	Purpose is not attempted or is incomplete	Lacks adequate presentation of student's education, skills, qualifications, and/or work experience	Presents student's education, skills, qualifications, and/or work experience; presentation require minor revisions	Presents student's education, skills, qualifications, and/or work experience	Effectively presents student's education, skills, qualifications, and/or work experience	
MECHANICS	Mechanics are not acceptable	Sentence fragments, too many distracting errors	Occasional errors but not enough to distract	Complete sentences; correct capitalization, punctuation, and spelling	Flawless presentation of mechanics as desired in a resume	
WORD USAGE	Word choice is not acceptable	Word choice is inadequate or inappropriate	Word choice is acceptable	Word choice is efficient and effective	Word choice is professional, efficient, and effective	
ORGANIZATION	Organization is not acceptable or not attempted	Resume is randomly or poorly organized	Organization is acceptable but requires minor revisions	Includes an objective, educational experience and work experience in reverse chronological order; provides reader with appropriate information	Organization is impressive and includes an objective, educational experience and work experience in reverse chronological order; provides reader with complete information such as dates and contacts	
USES TECHNOLOGY	Not word processed or appearance is unacceptable	Word processed but appearance is unacceptable	Word processed; appearance needs minor revisions	Word process in a clear font to create an appropriate appearance	Word processed in a clear font to create a professional appearance	
TIME REQUIREMENTS	Work is not complete	Completed late			Completed on time	