

Student's Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

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

# WCU CAREER CENTER

	Exceeds Expectations!	Meets Expectations	Needs Some Work
Circle a score:	9      8      7	6      5      4	3      2      1
<b>FORMAT</b> 9 8 7 6 5 4 3 2 1	White space * Consistent margin * professional appearance * easy to scan with a glance * bold/italic/underline used appropriately * font style is professional * one page resume unless second page is relevant (if needed then give name on header on page 2)	Format choice (trad vs funct vs hybrid) determined based on marketability * unique format for specific field but professional * overuse of lines, borders, boxes, texts, italics, bold * order of sections does not optimize marketability	Inconsistent format * hard to read and scan * no clear headers * not in reverse chrono order * too long or too short * references on resume * salary requirements * uncommon abbreviations * distracting * multiple fonts and sizes
<b>SPELLING / GRAMMAR</b> 9 8 7 6 5 4 3 2 1	No errors in spelling, verb tense, grammar, or punctuation * No use of personal pronouns * Action verbs used in bullets * quantification of results for impact * strengths interwoven	2-4 errors in spelling, verb tense, grammar or punctuation * 1-2 occurrences of personal pronouns * action verbs are minimal * passive such as helped, assisted, worked * passive voice * minimal results or outcomes	5+ errors in spelling, verb tense, grammar or punctuation * 3+ occurrences of personal pronouns * lacking action verbs * lacking quantification of results or accomplishments
<b>HEADING</b> 9 8 7 6 5 4 3 2 1	Name font is larger than text * Name prominent * Linked URL customized * email professional * All appropriate information included	Name * City * State * Phone Number * Email Address	Picture on a US resume * personal info * clip art * color text on a traditional resume * inappropriate email * missing contact info
<b>EDUCATION</b> 9 8 7 6 5 4 3 2 1	Organized and well defined * university, location, grad date, major, degree, GPA if 3.0 or above, study abroad exp, relevant coursework, research/projects * concentration/specialty	Basic information present but lacks order and missing elements	Missing crucial information * high school included past the Sophomore year (except in special circumstances) * GPA listed below a 3.0
<b>EXPERIENCE</b> 9 8 7 6 5 4 3 2 1	Powerful action verbs * quantify with #'s, \$, or % as appropriate in results * titles * dates coordinate * bullet statements * consider both paid and unpaid exp * results vs. duties * in-field experience * appropriate use of industry specific language	Could be polished for more impact * diversity of action verbs in tasks/roles * tense of verb is incorrect * lacks location and dates * use of "duties included" or "responsible for" vs. action verbs and results * out-of-field of volunteer experience	Narrative format * no action results or tasks * provide info on company vs. the individual
<b>EXTRACURRICULAR ACTIVITIES</b> 9 8 7 6 5 4 3 2 1	Reflected the individual involvement, contributions, honor's criteria, dates, skills, abilities, leadership, and results * includes roles held	Listed and described the organization	No activities included or described
<b>SKILL SETS</b> 9 8 7 6 5 4 3 2 1	Illustrated transferable skills with examples * industry based certifications * licensure reflected	Computer * Language * Lab procedures * Software/Systems *	None or limited * unspecific info given
<b>DEGREEPLUS</b> 9 8 7 6 5 4 3 2 1	Mentioned clearly * explained well * utilizes examples if completed higher levels	Mentioned briefly in the education / extra-curricular / activities / professional development area	Not mentioned at all * Not explained well