Criteria	Excellent	Acceptable	Needs Improvement
Format & Content Section	1) Fills one page without overcrowding 2) Margins are acceptable 3) Font style & size is readable 4) Formatting is consistent 5) Entries are listed in reverse chronological order 6) Resume is targeted to opportunity 7) No grammar or spelling errors 8) Verb tenses are consistent 9) Personal pronouns such as "I" and "Me" are omitted	1) Page appears crowded but doesn't go on to 2 pages 2) Font and spacing are not appealing 3) Bolding and italics are used excessively & inconsistently 4) Inconsistent use of punctuation 5) A pre-designed template is used 6) Category titles don't define information effectively 7) Dates are not used consistently 8) Contains 1-2 minor grammatical and spelling errors	1) Exceeds one page 2) Does not fill majority of one page 3) Font style is unreadable 4) Resume is less than one-half page or longer than 1 page 5) Margins are too narrow causing text to be cut off 6) No categories are created to organize information 7) No bolding or italics are used 8) A pre-designed template is used causing the user to leave out important information 9) Contains over 2 grammatical and spelling errors
Contact Section	1) Includes name, address, professional email, phone number, & LinkedIn email if available 2) Name stands out	1) Name does not stand out 2) Email is too casual	1) Missing name, email, address or phone number 2) Email used is inappropriate or unprofessional
Education Section	1) Include institution, city & state Include graduation date (month & year), major, degree (Bachelor of Arts spelled out) and GPA if above 3.4 2) List distinguishing scholarships and academic honors 3) List study abroad 4) List relevant coursework if available	1) Degree is abbreviated 2) One of the following is not listed: institution, location, degree, graduation date 3) Section is not well organized	1) The section is missing crucial information 2) Entries are not in reverse-chronological order 3) Missing two or more of these items: institution, degree, graduation date, location 4) Irrelevant high school information is listed for Seniors
Experience Section	1) Include employer name, position title, city & state 2) Descriptions are clear & concise indicating accomplishments & results are quantified 3) Descriptions are formatted with bullets using strong action verbs in correct tense 4) Bullets are listed in order of importance 5) Dates or academic terms are listed	1) Most information relates to the intended career field 2) One of the following is missing: organization name, location, position title & dates or academic terms 3) Descriptions are included but not detailed to the position 4) Verb tenses are inconsistent 5) Bullets are listed but not in order of importance	1) Entries are not in reverse chronological order 2) "I" or "Me" is used 3) Descriptions are not included 4) Bullets are not used 5) Dates or academic terms are not listed
Activities, Extra-Curricular & Interests Section	1) Include name of organization, position title (Resident Assistant, Volunteer, Captain, etc.) & location 2) Dates or academic terms of involvement & should be in reverse chronological order 3) Should describe accomplishments and skills gained 4) Should be recent and relevant	1) One or two of the following are missing: name of organization, position title (Resident Assistant, Volunteer, Captain, etc.), location 2) Dates or academic terms of involvement are included but are not in reverse chronological order	1) Items are vague or irrelevant 2) Position title, location & dates or academic terms are missing
Skills Section	1) Level of proficiency is indicated for language, computer, or other 2) Specifics are necessary	1) Lists computer or language skills but doesn't list proficiency	1) Skills aren't listed 2) Items are vague or irrelevant