

Name: _____ Date: _____ Reviewer: _____

	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations
Format & Appearance	Easy to scan/read	Relatively easy to scan/read	Difficult to read; too much narrative or bullet points used inconsistently; paragraph form; use of "I" statements
	Appropriate length (1 page for new grad; 1+ for experienced candidates); fills page, not crowded	Adequately fills page; decent use of white space	Slightly too short or long
	Margins between ½ - 1"	Margins outside of printer range	Extreme margins
	Consistent use of font, spacing	Minor issues with font, spacing	Inappropriate use of fonts (too many, too much variable sizing), spacing
	Design is clean, clear, and consistent	Design is relatively clean, some errors in consistency	Design elements distracting (i.e. use of graphics, photo)
Organization	Name & contact info clearly listed at top	Name and contact info listed at the top	Name and contact information incomplete or unclear
	Titles, organizations, dates, locations consistent and clear	Titles, organizations, dates, locations consistent	Titles, organizations, dates, locations inconsistent or missing
	Section titles are clear and effectively organize information; most relevant information appears in top 1/3 of page	Section titles clear but organization of information is not effective; most relevant experience are interspersed throughout the resume	No section title or section titles are unclear; experiences listed are not relevant
	Experiences listed in reverse chronological order within each section	1-2 errors in chronology	Experiences listed without regard to chronology
Content	Education section complete & effective	Education section complete	Education section incomplete
	Variety of strong action verbs used	Some effective action verbs	Action words repetitive, weak
	Well-developed accomplishment statements with appropriate use of quantitative data	Some accomplishment statements included	Accomplishment statements undeveloped
	Concise, descriptive	Wording descriptive and somewhat concise	Unclear and/or ineffective descriptions
	Keywords/skills targeted for specific position	Some keywords, skills listed	Information is irrelevant, unimportant for the position
Spelling & Grammar	Resume is free from spelling and grammatical errors	Resume includes 1-3 spelling and grammatical errors	Resume includes more than 3 spelling and grammatical errors