| **Draft #** | **Distinctive** | **Refined** | **Emerging** | **Reboot Needed** |
| --- | --- | --- | --- | --- |
| **FORMAT** **&** **STYLE** | ***Engaging and clear**** Balanced margins and spacing
* Capitalized & bold heading highlights
* Suitable font & sizes
* Strongest elements listed 1st in sections
* Fills page, not crowded, balanced white spaces
* 1 page
 |  ***Clear & readable:**** Balanced margins and spacing
* Capitalized & bold heading highlights
* Suitable font & sizes
* Strongest elements listed 1st in sections
* Fills the page, but white spaces uneven
* 1 page
 | ***Untidy but readable:**** + Inconsistent margins or spacing
	+ Inconsistent bold & capitalized headings
	+ Suitable font, but sizing inconsistent
* Strengths could be better positioned
* Too long or too brief.
 | ***Difficult to read**** + - Inconsistent & distracting margins or spacing
		- Headings difficult to distinguish.
		- Font or size distracts from readability
* Strengths aren’t apparent
* Needlessly long or incomplete & brief
 |
|  |  |  |  |  |
| ***CONTENT*****SKILLS & EXPERIENCE** | * Sections organized & clearly defined
* Powerful, varied nouns describe skills
* Relevant job details provided
* Bulleted statements begin with a variety of action verbs and give clear idea of position, duties and responsibilities
 | * Identifiable sections
* Nouns describe at least 5 different desirable skills.
* job information provided
* Job duties clearly listed with a variety of action verbs
 | * Information divided into categories
* Few skills listed
* Jobs clearly listed but no details
* Duties aren’t explained
 | * Information not clearly categorized
* Skills are missing or not relevant
* Jobs and duties aren’t defined or described
 |
|  |  |  |  |  |
| ***CONTENT*****ACTIVITIES,****EDUCATION & HONORS** | * Activities, Honors and Awards listed and described with a variety of verbs
* School and diploma date identified
* Relevant courses and GPA provided
 | * Activities and/or honors noted and described
* School and diploma date identified
* Courses listed
 | * Activities and/or honors are noted
* School and level provided
 | * Activities and/or honors missing or not relevant
* School progress is unclear
 |
|  |  |  |  |  |
| **LANGUAGE USAGE** | * No spelling, grammar, or verb tense errors
* No personal pronouns
 | * Few spelling, grammar, or verb tense errors
* A few personal pronoun
 | * Frequent spelling, grammar, or verb tense errors
* Multiple personal pronouns
 | * Hard to read, with distracting usage errors
* Mostly personal pronouns
 |
|  |  |  |  |  |
| **OVERALL IMPRESSION** | **Unique, talented, and accomplished** | **Qualified and capable** | **Nothing stands out** | **Memorable for the wrong reasons** |
|  |  |  |  |  |

**Basic requirements**:

**Name, mailing address, email, cell phone, professional social media presence**

**Objective (optional)** – 2 sentences max

**Skills** – **at least 5**, (i.e. proficiency in programs like Microsoft Word, Excel, WPM; nouns – organizer, collaborator, leader, etc…)

**Experience** – anything requiring work related skills, paid or volunteer – rank order: most recent descending

* Job title, mm/yyyy-mm/yyyy, location, brief description of duties

**Education** – school, projected graduation date, relevant coursework

**Activities** – extracurricular, community service, religious commitments, etc.

**Style:** Bulleted, highlighted, even white spaces, no personal pronouns **\_\_\_\_\_\_\_\_\_\_/30 points**