| **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**