



Personalized Learning Requirements Résumé Scoring Guide

Name: _____

ID: _____

Met Not Met

Reviewed by: _____

Must score a "Meets" or better in all areas to meet requirements

	Exceeds	Meets	Needs Improvement
Format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • 1 page • Sections neatly spaced • Sub-categories are clearly distinguished • Clean, simple font • Uses appropriate font size • Content is aligned appropriately • Top heading is attractive, professional, and personalized 	<ul style="list-style-type: none"> • 1 page • Sections spaced • Sub-categories are distinguished • Clean, simple font • Uses appropriate font size • Top heading is included 	<ul style="list-style-type: none"> • Extends beyond 1 page • Sections poorly spaced • Sub-categories not clearly distinguished • Font is difficult to read • Inappropriate font size • Top heading not included or unprofessional
Heading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Name, address, phone number, and email 	<ul style="list-style-type: none"> • Name, address, phone number, and email 	<ul style="list-style-type: none"> • Incomplete information
Résumé Selection <small>*5 required areas: -Name & Contact information -Objective -Education -Two or more additional categories such as Work Experience, Volunteer Service, Skills, Academic Achievement, Extracurricular Activities, Leadership, References, etc.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Includes 5 required areas* • Includes 2 or more additional categories 	<ul style="list-style-type: none"> • Includes 5 required areas* 	<ul style="list-style-type: none"> • Not all required areas listed and properly completed
Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Skills/abilities are relevant • Work/Volunteer experience is supported with examples, duties, and other relevant details • Uses professional word choice 	<ul style="list-style-type: none"> • Skills/abilities are relevant • Work/Volunteer experience is supported with examples 	<ul style="list-style-type: none"> • Skills/abilities not relevant • Incomplete Work/Volunteer experience • Content not indented under headings
Spelling Grammar Punctuation/ Word choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • No errors • Uses short, simple phrases • Uses variety of descriptive, professional words 	<ul style="list-style-type: none"> • No errors • Uses short phrases, but work choice needs development 	<ul style="list-style-type: none"> • 1 or more errors • Uses full sentences • Word choice is unprofessional