

RESUME – Evaluation

Name: _____

All elements below must be included. For every item NOT checked off, a deduction of 1 mark will be applied.
A resume including all items listed could result in a 90% grade. A visually appealing and exceptionally professional looking resume will result in a higher grade

STUDENT EVALUATION	TEACHER EVALUATION																		
<p>GENERAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Template Used <input type="checkbox"/> Length: 1 Full Page <u>OR</u> 1½ -2 Pages <input type="checkbox"/> Full name largest text on page <input type="checkbox"/> Email, Phone, Number, Address <input type="checkbox"/> Everything “Vertically Aligned” <input type="checkbox"/> No spelling mistakes <input type="checkbox"/> Spacing is consistent <input type="checkbox"/> Headings clearly identifiable <p>WORK EXPERIENCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listed chronologically (most recent at top) <input type="checkbox"/> Job title, Employer & Dates worked clearly listed <input type="checkbox"/> Minimum 2 bullet points describing duties per job experience <p>VOLUNTEER EXPERIENCE (OPTIONAL)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listed chronologically (most recent at top) <input type="checkbox"/> Organization & Dates clearly listed <input type="checkbox"/> Minimum 2 bullet points describing duties per volunteer experience <p>EDUCATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentions currently in Grade 12 <input type="checkbox"/> List any “specialty” courses (Student Aide, AP courses, French Immersion, etc.) <input type="checkbox"/> Reference “Honour Roll” if eligible <p>SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lists minimum 3 specific skills/characteristics you want referenced <ul style="list-style-type: none"> • Describe what you are awesome at • Include skills not everyone may have (video editing, social media fluency, bilingual, etc.) <p>ACTIVITES & INTERESTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should include a minimum of 3 items; use professional terminology <p>REFERENCES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes 2 References <input type="checkbox"/> Lists full name, position, and contact information 	<p>GENERAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Template Used <input type="checkbox"/> Length: 1 Full Page <u>OR</u> 1½ -2 Pages <input type="checkbox"/> Full name largest text on page <input type="checkbox"/> Email, Phone, Number, Address <input type="checkbox"/> Everything “Vertically Aligned” <input type="checkbox"/> No spelling mistakes <input type="checkbox"/> Spacing is consistent <input type="checkbox"/> Headings clearly identifiable <p>WORK EXPERIENCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listed chronologically (most recent at top) <input type="checkbox"/> Job title, Employer & Dates worked clearly listed <input type="checkbox"/> Minimum 2 bullet points describing duties per job experience <p>VOLUNTEER EXPERIENCE (OPTIONAL)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listed chronologically (most recent at top) <input type="checkbox"/> Organization & Dates clearly listed <input type="checkbox"/> Minimum 2 bullet points describing duties per volunteer experience <p>EDUCATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentions currently in Grade 12 <input type="checkbox"/> List any “specialty” courses (Student Aide, AP courses, French Immersion, etc.) <input type="checkbox"/> Reference “Honour Roll” if eligible <p>SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lists minimum 3 specific skills/characteristics you want referenced <ul style="list-style-type: none"> • Describe what you are awesome at • Include skills not everyone may have (video editing, social media fluency, bilingual, etc.) <p>ACTIVITES & INTERESTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should include a minimum of 3 items; use professional terminology <p>REFERENCES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes 2 References <input type="checkbox"/> Lists full name, position, and contact information 																		
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