



Personalized Learning Requirements Resume Scoring Guide

Student name:			
Reviewed by:		Review date:	
Check one:	<input type="checkbox"/> Requirements met	<input type="checkbox"/> Requirements not met	

Must score a “Meets” or higher in all areas to meet requirements

	Exceeds	Meets	Needs Improvement
Heading	<input type="checkbox"/> <ul style="list-style-type: none"> Name and phone number Appropriate email address (not a school address) Address (only city and state) 	<input type="checkbox"/> Includes all information in the “Exceeds” column, with minor errors such as inclusion of a school email address.	<input type="checkbox"/> Insufficient or inaccurate information.
Design and Format	<input type="checkbox"/> <ul style="list-style-type: none"> Clear, readable heading Includes at least one color that will print attractively in both color and black and white Defined sections with columns easily readable from left to right. Consistent alignment Section headers in bold and larger font Minimum size 11 font Easily readable font (Garamond, TNR, Arial, etc.) 	<input type="checkbox"/> Includes only minor errors that do not impede readability such as: <ul style="list-style-type: none"> Minor inconsistencies in alignment Headings lacking definition 	<input type="checkbox"/> Errors that impede readability such as: <ul style="list-style-type: none"> Colors that are not readable in greyscale Small or difficult to read font
Resume Sections	<input type="checkbox"/> <ul style="list-style-type: none"> Includes 4 required content categories: 1) Skills (soft and hard) 2) Experience (at least 2 listed) 3) Awards and Achievements 4) Education May include the following additional sections: certifications, volunteer experience 	<input type="checkbox"/> Includes all required sections, but they may be sparse.	<input type="checkbox"/> Missing or incomplete sections.



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<p>Content</p>	<p style="text-align: center;"><input type="checkbox"/></p> <ul style="list-style-type: none"> • Skills/abilities are concise and specific • Experience section includes at least 3 descriptive bullets for each experience • Each bullet point is a complete idea (consistent use of periods at the end of sentences) • Experience is supported with examples and numbers • Each experience or education/certification entry includes employer, dates, and location (when applicable) • Job titles are professional and specific (Babysitter = Childcare Provider, Lawn Mowing = Landscaping, etc.) 	<p style="text-align: center;"><input type="checkbox"/></p> <p>Includes all components with minor content errors such as:</p> <ul style="list-style-type: none"> • Missing employer name • Only including two bullet points 	<p style="text-align: center;"><input type="checkbox"/></p> <p>Failed to include significant content components.</p>
<p>Spelling Grammar Punctuation</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Free of grammatical and mechanical errors.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Minor errors in grammar and mechanics do not obscure meaning.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Errors in grammar and mechanics are significant enough to distract from meaning and appear unprofessional.</p>
<p>Word Choice</p>	<p style="text-align: center;"><input type="checkbox"/></p> <ul style="list-style-type: none"> • Repeats key words and phrases (like skills) throughout resume • Uses varied and professional language • Each bullet point begins with an action word and action words are not duplicated or distracting 	<p style="text-align: center;"><input type="checkbox"/></p> <p>May include errors in word choice such as repetition of active words that do not significantly detract from meaning.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Errors in word choice detract from overall meaning and professionalism.</p> <ul style="list-style-type: none"> • For example, use of the first person "I"