

Resume Evaluation Form

- _____ 5 points Heading includes your name, complete address, phone number
- _____ 5 points Job objective – be as specific as possible and personalize objective to the job that you are applying for
- _____ 10 points Education – list name of school, address, anticipated graduation date, and career related courses taken
- _____ 10 points Skills/Experience – list skills and abilities that you have learned from school or a previous job (Microsoft Word, Power Point, etc.) Experience – list the name of the most recent job first; name of the company, address, phone number, job title, dates worked, and job responsibilities. (If don't have any experience, don't list in resume.)
- _____ 5 points Interests and activities section included with clubs involved in, sports, interests, etc.
- _____ 10 points References: Three references given with their job titles, address, and phone number (use references other than previous employers in this section)
- _____ 5 points Main headings in bold (includes your name)
- _____ 10 points Proper grammar, no errors, neatness, overall look
- _____ /60 points possible

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