**Resume Evaluation Form Template Word**

**Applicant Information:  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Criteria for Evaluation:**

| **Criteria** | **Excellent** | **Good** | **Fair** | **Poor** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Formatting & Layout** | **☐** | **☐** | **☐** | **☐** |  |
| **Professional Summary** | **☐** | **☐** | **☐** | **☐** |  |
| **Work Experience** | **☐** | **☐** | **☐** | **☐** |  |
| **Skills & Certifications** | **☐** | **☐** | **☐** | **☐** |  |
| **Grammar & Spelling** | **☐** | **☐** | **☐** | **☐** |  |

**Final Comments:**