

# Planning 10: Résumé Package – Marking Sheet

Student:

Scoring:

**0** = did not do and/or did not submit; **1** = not yet met expectations; **2** = meets minimal expectations;

**3** = fully meets expectations; and **4** = exceeds expectations (*bonus marks... very difficult to get... only certain sections*)

| Résumé   |            |
|--|------------|
| Content  |            |
| Full <b>name</b> (preferred name in brackets) • Full Mailing <b>Address</b> • Appropriate Contact <b>Information</b> (phone, email, cell...)   | 0 1 2 3    |
| <b>Objective</b> is clear: states what you are expecting to gain and how you are going to use it in the future... ideally 3 sentences that makes it very clear as to what the student wants and where s/he is headed | 0 1 2 3 4  |
| <b>Skills</b> are identified clearly and in detail, ideally "proving" evidence of the skill... evidence supports the mentioned skills  | 0 1 2 3 4  |
| <b>Education</b> of secondary and possibly middle school is listed • Full contact Information • Highlights of major activities is listed, like electives, sports, GPA, awards...                                     | 0 1 2 3    |
| <b>Volunteer and/or Work Experience</b> is listed • highlighting strengths and accomplishments • contact name and phone number   | 0 1 2 3    |
| <b>Relevant interests, hobbies</b> and other <b>categories</b> included in résumé to make it reflect the true characteristics and abilities of the student   | 0 1 2 3    |
| <b>References:</b> available upon request  | 0 1 2 3    |
| Organization and Appearance  |            |
| Good résumé <b>style</b> – <b>good consistent styling</b> to the document. Good use of white space and margins. Résumé is <b>neat</b> and <b>easy to read/follow</b> . No blank areas.                               | 0 1 2 3    |
| Résumé <b>style highlights student's strengths... order of sections</b> is ideal   | 0 1 2 3    |
| <b>Spelling, grammar, and punctuation</b> are <b>accurate</b> throughout (-1 per mistake)  | 0 1 2 3    |
| <b>TOTAL</b>   | <b>/30</b> |

| Cover Letters  |            |
|--|------------|
| Content  |            |
| Appropriate <b>date</b> (mm/dd/yy), " <b>Salutation</b> " line, and " <b>Sincerely</b> " is used... all with <b>proper spacing</b> after them  | 0 1 2 3    |
| <b>Addresses:</b><br><b>Student</b> = name, position, full mailing address<br>" <b>Inside</b> " = contact name, company, full mailing address  | 0 1 2 3    |
| Appropriate <b>opening and closing paragraphs</b>  | 0 1 2 3    |
| <b>Appropriate middle paragraph(s):</b> demonstrates a matching of his/her skills and qualifications to the posted job... ideally even 2 paragraphs to really show off the person's ambitions/skills/drive | 0 1 2 3 4  |
|  |            |
| Organization and Appearance  |            |
| <b>Layout:</b> all proper alignment has been followed and looks like a well thought out letter... good margins, spacing...   | 0 1 2 3    |
| <b>Spelling, grammar, and punctuation</b> are <b>accurate</b> throughout (-1 per mistake)  | 0 1 2 3    |
| <b>TOTAL</b>   | <b>/18</b> |

**Note:** for each cover letter that is missing you will be deducted 6 marks

Total both marks out of /48, then divide by 2 for your final mark out of:

**/24**