

Levett Career Center

BSP Resume Component

Satisfactory Rating Form

FINAL APPROVAL	Date: _____
P.M. Signature: _____	
(Please upload signed document to OneDrive)	

Scholar Name: _____

Appearance and Format	Satisfactory	Key Elements	Satisfactory	
Succinct summary or profile of top achievements and relevant skills. (Elevator speech.) Minimum of three sentences or three bullets.	<input type="checkbox"/>	<u>Heading</u>	Name in bold font. Can be 16-18 pt.	<input type="checkbox"/>
The most important items should be prominently featured at the top and left. Use only ivory or white paper for hard copies.	<input type="checkbox"/>		Centered, 11-14 pt. font. Avoid double spacing.	<input type="checkbox"/>
Choose one standard typeface (Times New Roman, Arial, Calibri) for the entire document. <u>No colored fonts.</u>	<input type="checkbox"/>		Professional email address (abelincoln@gmail.com) Include one mailing address.	<input type="checkbox"/>
Font size: 11-14 pt. for section headings; 11-12 pt. for body. Should be clear and easy to read.	<input type="checkbox"/>		Phone number (list only one). Voice mail must be set up and greeting must be professional.	<input type="checkbox"/>
Standard margins are typically one inch. Adjust left margin to achieve an uncluttered document with sufficient white space. Bottom margin should be one inch or less.	<input type="checkbox"/>		Name and "page 2" on following page, if applicable. Never email a resume with a blank second page. Check carefully before and after saving it as a PDF file.	<input type="checkbox"/>
Consistent format (margins, text, use of punctuation, bullet size and type). Pay close attention to consistency of hyphens and dashes.	<input type="checkbox"/>		Do not include personal information or a photo (i.e. age, height, race.)	<input type="checkbox"/>
Bold section headings that showcase strengths while matching job requirements.	<input type="checkbox"/>	<u>Education</u>	Only exceptional and / or relevant high school information included.	<input type="checkbox"/>
Unique and professional file name (abrahamlincoln.resume_3-14).	<input type="checkbox"/>		Educational background in reverse chronological order. Courses should be listed by title, not the course number.	<input type="checkbox"/>
Avoid the use of a resume wizard or template.	<input type="checkbox"/>		Minimum 3.0 GPA. If below 3.0, list major GPA instead.	<input type="checkbox"/>
Grammar, Punctuation, Spelling			"Business Scholar" listed.	<input type="checkbox"/>
No grammar errors.	<input type="checkbox"/>	<u>Experience</u> Employment and internships	Employment history in reverse chronological order with emphasis on central skills.	<input type="checkbox"/>
No punctuation errors.	<input type="checkbox"/>		Use of first person avoided.	<input type="checkbox"/>
No spelling errors.	<input type="checkbox"/>		Always include measurable outcomes and accomplishments . Skillfully highlight related experience.	<input type="checkbox"/>
Acronyms should be spelled out at first mention.	<input type="checkbox"/>		Use a variety of strong action verbs which are related to the goal. Verb tenses must match the dates.	<input type="checkbox"/>

Please indicate "Satisfactory" with a check mark in the box. If an item does not apply, please draw a line through the box.