Levett Career Center
BSP Resume Component
Satisfactory Rating Form

Scholar Name: _____

Final Approval	Date:_____
CPM Signature:_____	

Appearance and Format	Satisfactory	Key Elements		Satisfactory
Provide a succinct summary or profile of top achievements and relevant skills (elevator speech) with a minimum of three sentences or three bullets.	☐	Heading	Name in bold font (can be 16-18 pt).	☐
Feature the most important items prominently at the top and left. Use only ivory or white paper for hard copies.	☐		Contact information centered using same font size as body text. Avoid double spacing.	☐
Choose one standard typeface (Times New Roman, Arial, Calibri) for the entire document. No colored fonts.	☐		Provide professional email address (alincoln@gmail.com) Include one mailing address unless posting online.	☐
Font size: 11 - 12 pt. for section headings and for body. Should be clear and easy to read. Headings can be in bold.	☐		Phone number (list only one). Voice mail must be set up and greeting must be professional.	☐
Margins: 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.	☐		Put name and "page 2" on second page, if applicable. Never email a resume with a blank second page (check carefully before *and after* saving it as a PDF).	☐
Use consistent format (margins, text, use of punctuation, bullet size and type). Pay close attention to consistency of hyphens and dashes.	☐		Do not include a photo or personal information (i.e., age, height, race).	☐
Choose section headings that showcase strengths while matching job requirements.	☐	Education	Include only exceptional and / or relevant high school information.	☐
Use a unique and professional file name (abrahamlincoln.resume_3-22).	☐		List educational background in reverse chronological order. Courses should be listed by title, not number.	☐
Avoid the use of a resume wizard or template.	☐		Include Cumulative GPA if over 3.0. If not, list major GPA instead if it is over 3.0. Otherwise, omit.	☐
Grammar, Punctuation, Spelling			List BSP as "Business Scholar".	☐
Avoid all grammatical errors.	☐	Experience Employment and internships	List employment history in reverse chronological order with emphasis on central skills.	☐
Avoid all punctuation errors.	☐		Avoid using pronouns and articles unless required for clarity.	☐
Avoid all spelling errors.	☐		Always include measurable outcomes and accomplishments. Skillfully highlight related experience.	☐
Spell out acronyms at first mention.	☐		Use a variety of strong action verbs that are related to the goal. Verb tenses must match the dates.	☐