

Levett Career Center

Future Foundations Resume Rating Form

Final Approval	Date: _____
CPM Signature: _____	

Student Name: _____

Appearance and Format	Met	Key Elements	Met	
Document should be clear and easy to read. Headings can be in bold. Font size: 11 - 12 point for section headings and for body.	<input type="checkbox"/>	<u>Contact</u> List your name in bold font (can be 16-18 point). Center your contact information using same font size as body text. Avoid double spacing. Provide professional email address (alincoln@gmail.com) Include one mailing address (delete if posting online). Phone number (list only one). Voice mail must be set up and greeting must be professional. Put name and "page 2" on second page, if applicable. Never email a resume with a blank second page (check carefully before <i>and after</i> saving it as a PDF). Do not include a photo or personal information (i.e., age, height, race).	<input type="checkbox"/>	
Provide a succinct summary or profile of top achievements and relevant skills (elevator speech) with a minimum of three sentences or three bullets.	<input type="checkbox"/>		<input type="checkbox"/>	
Feature the most important items prominently toward the top and left. Use only ivory or white paper for hard copies.	<input type="checkbox"/>		<input type="checkbox"/>	
Choose one standard typeface (Times New Roman, Arial, Calibri) for the entire document. Use no colored fonts.	<input type="checkbox"/>		<input type="checkbox"/>	
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.	<input type="checkbox"/>		<input type="checkbox"/>	
Use consistent format (margins, text, use of punctuation, bullet size and type). Pay close attention to consistency of hyphens and dashes.	<input type="checkbox"/>		<input type="checkbox"/>	
Choose section headings that showcase strengths while matching job requirements.	<input type="checkbox"/>		<u>Education</u> Include only exceptional and/or relevant high school information; replace with college info when possible. List related educational background in order of relevance. Courses should be listed by title, not number. Include Cumulative GPA if over 3.0. If not, list major GPA instead (if it is over 3.0). Otherwise, omit.	<input type="checkbox"/>
Use a unique and professional file name (Your_Name_Resume_3-22).	<input type="checkbox"/>			<input type="checkbox"/>
Avoid the use of a resume wizard or template.	<input type="checkbox"/>			<input type="checkbox"/>
Grammar, Punctuation, Spelling				<u>Experience</u> Employment/ internships Skillfully highlight experience related to your goal. List employment history in reverse chronological order with emphasis on central skills. Include measurable outcomes and accomplishments whenever possible (aim for a <i>minimum</i> of 3 times). Use a variety of strong action verbs that are related to the goal. Your verb tenses must match the dates. Avoid using pronouns and articles unless required for clarity.
Avoid all grammatical errors.	<input type="checkbox"/>	<input type="checkbox"/>		
Avoid all punctuation errors.	<input type="checkbox"/>	<input type="checkbox"/>		
Avoid all spelling errors.	<input type="checkbox"/>	<input type="checkbox"/>		
Spell out acronyms at first mention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	