

## Resume Grading Sheet

\_\_\_\_\_ **Format:** Neat appearance, fills entire page, no extra spaces between sections, everything (dates, state abbreviation, etc) is consistent, no grammatical or spelling errors), easy to read quickly  
(15 points)

\_\_\_\_\_ **Job Objective:** Clear, neat, well defined, not too wordy, relates to major  
(5 points)

\_\_\_\_\_ **Education:** Organized, neat, chronological, consistent  
(10 points)

\_\_\_\_\_ **Experience:** Well defined, organized, job descriptions clear, action verbs, marketed well, consistent, correct tense (present/past), not too wordy  
(10 points)

\_\_\_\_\_ **Skills, Honors, Activities, etc:** Well organized, neat, easy to understand and read  
(10 points)