

Resume Score Sheet - _____ Score _____

Creativity (10 pts) resume sets itself apart _____
2 pts nice layout _____ 2 pts error free _____ 2 pts no white space _____ 2 pts font size approx 11 _____ 2 pts creative _____

Personal Information (5 pts) _____ points
(Full Name 1 pt _____, Address 1pt _____, Phone 2pts _____ and email 1pt _____, if you check it regularly)

Objective(5 pts) _____ points
Make a concise, positive statement about your goals.
(job title and type of job; full-time, part-time, internship)

Education (10 pts) _____ points
Name of school 2 pts _____ city and state 1pt _____
Be sure to list Carthage Technical Center 1pt _____
Date of graduation or expected graduation 2pts _____
Area of concentration , optional 2pts _____
G.P.A of 3.0 or better 2pts _____
Academic Accomplishments can be listed here, National Honor Society etc.
Be sure to list the National Career Readiness Certificate (NCRC) and your certification number.

Work History (10 pts) _____ points
Include job title 1 pt _____ place of employment 1pt _____ dates of employment 1 pt _____
list most recent first and then work backwards in time 1pt _____
Describe each job in a way that clearly highlights relevant skills (at least 3) 3pt _____
This can be done through several short concise statements that begin with a past tense action verb and are set apart from the rest of the text by bullets. 1 pt _____
You should also use high impact adverbs and qualifying objects. 1pt _____ (*see list of verbs and adverbs on back side*)
(If you do not have work history must have stronger related information.) (can only earn total of 8 pts)

Related Information (10 pts) _____ points
You can use several headings for this section; **Accomplishments, Professional Development or Professional/Work Skills Extracurricular activities, Key Skills, Community Service or Volunteer Work**
Any of the following can become a separate category if your background warrants:
Licenses and certificates currently held, Honors, scholarships, awards, and fellowships earned, Affiliations with civic and community groups, /leadership, job shadowing, sports or clubs,
Internship/externship experiences, financial skills, Communication skills, Creative skills, Computer skills, Writing skills, Leadership skills, Foreign language skills (**Earn 1 to 2 points for each strong and varied entry**)

References (10 pts) _____ points
References can be listed in a variety of ways. Currently, the preferred method is listing your references' names, addresses, and phone numbers and email on a separate sheet of paper. 2 points for each reference _____
Be sure to put your name and contact information at the top in case your reference sheet gets separated from the resume. 3 points _____ layout of references 1 pt _____
Make sure each of your references has agreed in advance to write reference letters or answer phone calls concerning your candidacy. Professional references from work or school tend to carry more weight than personal character references,

1 point for each error subtracted! Total subtracted for errors _____

Email to Mrs. Derryberry at derryberry@carthagetigers.org