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| **Résumé Grade Components**  **1=Incomplete/Unprofessional 2.3.4.=Errors for sections missing, spelling, capitalization, no details 5=Complete/Professional** | |
| **Item** | **Points** |
| Contact information provided and attractively formatted to include:   * Name * Address (home) and (college) – if applicable * Phone or cell phone * Email address | **1-5** |
| Format includes heading for education and presented in:   * Chronological order (most recent first) * Date, place, location included * Degree sought, anticipated graduation date, practicum or internships, specialized courses taken | **1-5** |
| Format includes heading for work experience and presented in:   * Chronological order (most recent first) * Date, place, location included * Job title and responsibilities provided | **1-5** |
| Format includes heading for at least one of these to include: date, place location, details of involvement   * College Activities/Organizations * Achievements or Academic Awards * Community Involvement or Service Activities | **1-5** |
| **Total Points Earned** | **20** |