

GAUCHO JOBS INITIAL RESUME REVIEW SCORING SHEET



Review Date: _____ Student Name: _____ Student ID#: _____ Reviewer: _____

SCORING SUMMARY:

A score of **18 – 30** means your resume will be approved for use in Gaucho Jobs.

A score below **18 or below** means your resume will not be approved this time. You can re-submit after making improvements.

	5	4	3	2	1	REVIEW SCORE
Education	Degree and major are listed with graduation month and year, name and location of school. If GPA is listed it is over a 3.0. Honors and Scholarships are included here or in their own section if more appropriate. Important information is bolded.	Degree is listed with necessary information but section could be expanded. Most important information does not stand out.	Additional information may need to be included to increase length of resume or too much information may be included.	Section lacks information and format.	Section is not included or crucial information is missing.	_____
Experience	Appropriate experience listed with organization name, title, location, and dates. Sentence fragments are concise, direct, and accomplishment oriented; strong verbs and appropriate verb tense is used. Results are quantified. Listed in correct reverse chronological order.	Appropriate experience listed. Sentence fragments are used but descriptions may not be result oriented or verbs may be weak.	Too much or too little experience is included. Verbs may be weak and verb tense may be incorrect. Important information may be missing.	Descriptions are not detailed and offer no illustration of what was done.	No type of experience (work, volunteer, leadership or other) is listed.	_____
Additional Sections: e.g., Special Skills, Activities, etc.	Any additional section(s) added to the resume is/are relevant, well organized, and easy to understand the information. If appropriate, leadership roles and related activities are indicated.	Included additional section with relevant information, and minimal flaws; skills or activities may not be properly defined.	Additional section is missing key information.	Included additional section, but information is weak or irrelevant.	Additional sections are missing.	_____
Category Selection	Overall choice of subject headers/titles is excellent. Most important items are listed on the top half of the page. Categories selected include enough information within each to substantiate the need for the heading.	Category selection is well defined and order of information on page is good.	Categories may need to be structured differently to be more effective.	Lacking appropriate categories or category selection is unclear.	Resume does not include subject headers.	_____
Overall Appearance/ Style	Overall look/feel of the document is excellent and easy to read/scan. Fills page, not crowded. Use of bullets is consistent. Consistent in font style and layout. Information is clear. Centered on page and good choice of font and type size. Structure has clear purpose.	Consistent in style but has some uneven white space or does not fill up a page. Important information may not stand out clearly to reader. May include some paragraph descriptions that may distract a reader.	Unnecessarily runs onto second page. Appearance may lack appropriate use of bold/italics, font, point size, bullet points, or margins. Moderate use of paragraphs throughout the document.	Format is not appealing. Information is not laid out in a clear format. Heavy use of paragraphs throughout the document.	Does not draw attention and has lack of structure.	_____
Spelling / Grammar	Overall very well written with no or only minor errors (capitalization, punctuation, spelling, grammar)	Few errors, but shows consistent pattern. Information may be abbreviated when it should be spelled out.	Shows a persistent pattern of errors or contains a number of varied mechanical errors in spelling and/or grammar.	Mechanical errors are so widespread that they are distracting.	Difficult to read because of mechanical errors.	_____
					TOTAL SCORE:	_____