

RESUME MARKING SCHEME – 20 Marks – 20%

STUDENT NAME:

CATEGORIE	POINTS	GRADE	COMMENT
Copy of Job Ad	1		
Personal Contact Information – • Name • Address • Email • LinkedIn URL	1		
Profile Summary – • 2 to 3 sentences • What skills do you have that align with job ad	2		
Summary of Qualifications – • 5-7 bullet points of your skills/qualities	2		
Education • Most recent • Anticipated graduation date • Bullet points of main criteria learned related to job posting	2		
Proper Spacing – • Dates aligned • Enough space to read information • Work experience on the same page	2		
Professional Work Experience – • Dates, position, company name, city, and province • Most recent to least recent • Bulleted list of key job tasks/duties • Use of action verbs	3		
Skills Match Job Ad	2		
Punctuation, Grammar Spelling	3		
Overall Look – • Font • Consistency throughout	2		
TOTAL	20		