

# Senior Resume Evaluation

COMM 421

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Score:** \_\_\_\_\_

**Content:** (20 points)      *Excellent, Good, Average, Fair, Poor*      \_\_\_\_\_

Appears Complete and Up to Date?

Presentation Makes Professional Skills and Abilities Easy to See?

Most Important Material is Near the Top?

Education Section Clear and Appropriate?

Professional Skills Well Chosen

Experience Section

Reverse Chronological Order?

Employer/ Supervision/ Location Clear?

Titles and Duties Concisely & Sufficiently Described

Other Content (references? activities? etc.)

**Layout/ Details:** (10 points)      *Excellent, Good, Average, Fair, Poor*      \_\_\_\_\_

Concise/ Compact/ Appropriate Length

Consistent & Appropriate Fonts, etc.

Clean/ Clear/ Easy to Read

Printable Version Link

Language Use

Errors/ typos, etc.