

**Graduate Student Resume Scorecard**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_

**Scoring Standard:** 0 – Not Applicable; 1- Incomplete/Missing; 2 – Needs Work; 3 – Meets Standards

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Evaluation** | | | | | |
| ***Appearance & Format*** | **0** | **1** | | **2** | | **3** |
| Margins are appropriate and consistent |  |  | |  | |  |
| Font size is 11 or 12 point |  |  | |  | |  |
| Consistent style and layout throughout the resume— headers, dates, font style, and spacing |  |  | |  | |  |
| Text is aligned consistently in bullet points, right justification is consistent:  **Ten Wind Securities Beijing, China**  Management Trainee, M & A Department April 2016 – February 2017 |  |  | |  | |  |
| Resume is one page (unless there is substantial work experience) |  |  | |  | |  |
| Contact information: Name (in bigger/bold font), LinkedIn profile URL, @Illinois.edu email address other contact information (home address, phone number, other social media are all optional and according to personal preference) |  |  | |  | |  |
| *Subtotal* |  | | | | | |
| ***Spelling & Grammar*** | **0** | **1** | **2** | | **3** | |
| All words are spelled correctly |  |  |  | |  | |
| Verb tenses are consistent (for example: present tense is used to describe current roles/positions and past tense is used to describe previous roles/positions |  |  |  | |  | |
| Acronyms are NOT used (unless defined within the resume) |  |  |  | |  | |
| Punctuation is consistent (for example: all bullet points end with a period or no periods throughout out the document) |  |  |  | |  | |
| *Subtotal* |  | | | | | |
| ***Education*** | **0** | **1** | **2** | | **3** | |
| Official names of institutions, degrees, majors, minors and/or concentrations are spelled out (no abbreviations) |  |  |  | |  | |
| Expected graduation month and year |  |  |  | |  | |
| GPA is listed to two decimal points followed by the full scale, e.g. 3.75/4.00 |  |  |  | |  | |
| *Subtotal* |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Experience*** | **0** | **1** | **2** | **3** |
| Experience includes organization name, job title/role, location (city, state) and dates employed/involved:  **ABC Bank Chicago, IL**  Customer Service Representative May 2016 – present |  |  |  |  |
| Dates of experiences are accurate and in reverse chronological order (most recent to least recent) within each section |  |  |  |  |
| Bullet points start with action verbs (not “responsible for” or “duties included”)  For example: Analyzed and investigated 5 loan cases and prepared a risk analysis report detailing the credit market |  |  |  |  |
| Bullet points include specific examples to emphasize transferrable skills and knowledge, and describe key accomplishments and contributions |  |  |  |  |
| *Subtotal* |  | | | |
| ***Other*** | **0** | **1** | **2** | **3** |
| ***Leadership Activities/Research Project/Volunteer Experience:***  Include official name of each organization, city and state, position or leadership role held, and dates of involvement |  |  |  |  |
| ***Leadership Activities/Research Project/Volunteer Experience***:  Bullet points start with action verbs and include specific examples to emphasize transferrable skills, and describe key accomplishments and contributions |  |  |  |  |
| ***Skills/Qualifications***: Include skills, languages, publications, technical skills  (e.g. software/languages), tools/equipment, military service, etc. |  |  |  |  |
| *Subtotal* |  | | | |
| ***Additional Comments*** | | | | |

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**Next Steps:**

1. Revise resume with any feedback you received (refer to the “Resume Template Guide” if needed).

2. Schedule a resume review appointment on GiesGroups with a career advisor.

3. Bring a hard copy of your resume and this resume scorecard to your advising appointment.

***TOTAL SCORE \_\_\_\_\_\_\_***

***Interpret your score***

**0-41: Let’s get to work**

**42-49: Developing**

**50-60: Off to a good start!**