

Name: _____

Mark: _____/10 _____

WEX 12 Resume Marking Guide

You can create your resume in any format you like, but it must include the criteria below. Your name address is always at the top with your specific job objective underneath, then the summary/skills section, then your education, then work/volunteer experience. After that, you can put the other sections in whatever order you wish. A resume is typically 2-3 pages including references; do not exceed 3.

- Name is bigger font, bold, stands out _____
- No abbreviations in street address, full address, phone number listed _____
- Email is appropriate for business _____
- Headings are not too big, but stand out _____
- All sections of resume are included _____
- (objective, skills, education, work experience, awards/achievements, hobbies, reference)
- Specific job objective explained at top of resume _____
- 5-7 items listed for summary of employability skills _____
- Education in reverse chronological order w/ accomplishments & specific location of education (name of school, city, province, country) _____
- Work/volunteer in reverse chronological order w/ accomplishments specific location (name of organization, city, province, country) _____
- Not too many bullets _____
- 1" Margins on all pages _____
- Header on 2nd and 3rd pages, not on first page _____
- Reference section says "See Attached" _____
- Minimum of 3 References listed on separate page with name at top _____
- References are businesslike using Ms. or Mr. with names & title _____
- At least one reference is connected to the resume experiences _____
- Looks professional / everything lines up and is spaced properly _____
- Everything is listed in chronological order from most recent _____