

Job Interview CDE
Resume Scorecard

Name: _____ State: _____

Member #: _____

	Possible Score	Participant's Score
Format		
• Appropriate Font	2	
• Structure	2	
• Limited to two pages	4	
• Used correct paper	2	
Content		
• Contact information conveyed	25	
• Position sought or employment objective	25	
• Identified education or relevant course-work	25	
• Identified relevant experience & skills	25	
• Identified achievements & honors	25	
• Mentioned/had references	25	
Grammar	3	
Punctuation	3	
Spelling	4	
General appearance		
• Overall impression	15	
• Readability and flow- spacing	15	
Subtotal	200	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
Total	200	

Judge's Signature _____ Date: _____