

## Résumé Assessment

|                                       | Competitive  | Average  | Needs Improvement   |
|---------------------------------------|--|--|---|
| <b>Appearance</b>                     |  |  |   |
| <b>Résumé Guidelines</b>              | Consistent throughout document                     |  | Inconsistent  |
| <b>Errors</b>                         | None   |  | One or more   |
| <b>First Impression/Visual Appeal</b> | Polished presentation                              | Visually acceptable                                  | Visually unacceptable   |
| <b>Design Elements</b>                | Appropriate and consistent                         | Minimally inconsistent                               | Distracting   |
| <b>Résumé Sections</b>                |  |  |   |
| <b>Contact Information</b>            | Accurate, complete, polished                       | Accurate and complete                                | Missing key element   |
|                                       | Follows guidelines specific to contact information |  | Does not follow specific guidelines                               |
| <b>Education</b>                      | Includes all key elements                          |  | Missing key information   |
|                                       | Appropriate for educational background             |  | Not consistent with educational background                        |
| <b>Experience</b>                     | Effective use of action verbs                      | Some use of action verbs                             | Ineffective use of action verbs                                   |
|                                       | Quantified results                                 | Some results included                                | Not results oriented  |
|                                       | Appropriate use of industry-specific language      | Limited or unclear use of industry-specific language | No use of industry language                                       |
|                                       | Follows guidelines specific to experience          |  | Does not follow specific guidelines                               |
| <b>Activities / Honors</b>            | Leadership and accomplishments identified          | Leadership identified                                | Shows position/membership only                                    |
|                                       | Follows guidelines specific to activities          |  | Does not follow specific guidelines                               |
| <b>Languages (optional)</b>           | Reflects fluency level                             |  | Reflects language without fluency level                           |
|                                       | <b>Successfully Meets Olin Standards</b>           |  | <b>Does not meet minimum standards – recommend another review</b> |