

FIGURE 2: MGMT 120 RESUME CHECKLIST, PART 1

GRADING

- Part 1: Up to 40 points will be awarded for successfully meeting the listed criteria (see checklist).
- Part 2: Up to 10 points will be awarded for successful demonstration of skills (see checklist).
- Overall: 50 possible points (Part 1 + Part 2)

PART 1	YES	NO	POINTS	YOUR RESUME SHOULD MEET THE FOLLOWING CRITERIA
OVERALL STYLE/ APPEARANCE			4	Was the resume submitted as a Word document? (Not a PDF or through OneDrive, Share-Point, Google Drive, etc.)
			5	Was the sample business resume used, not a standard template?
			1	Are margins at least 1/2" on all sides, but no more than 1"?
			0	If the resume is over one page in length, do the following pages have the name and page number listed?
			1	The resume is not overcrowded.
FONT			1	Is the selected font easy to read and used consistently? (Suggested font: Calibri, Times New Roman, Arial)
			1	Are the font sizes for text either 11 or 12 points and used consistently throughout the document, excluding your name in the header?
			1	Are the font styles (bold, italics, or underline) used consistently and highlight important information without being overused?
SECTION HEADINGS			2	Are the section headings easy to identify, i.e., bold, all caps, and underlined?
			2	Are the sections organized in order of relevance and in reverse chronological order?
			2	Is there one space between each section, including headings?
CONTENT			2	Does the information (in Part 2) follow the appropriate order of operations? i.e., Title, Organization, City, State, Date?
			3	Are the bullet points provided in short phrases, not sentences, and are they descriptive enough to make sense to the reader?
			2	Does the content focus on relevant and current information, activities, and experiences?
GRAMMAR/MECHANICS			3	Is the resume free of errors, including capitalization, spelling, and punctuation?
			2	Do bullet points begin with action verbs and are they in the correct tense?
CONTACT INFORMATION (HEADER)			2	Is the person's name included, bolded, and a few font sizes larger?
			0	<i>Optional but encouraged: Is an address (City, State, Zip) listed in the resume?</i>
			1	Is there at least one phone number listed in the resume?
			1	Is an email address listed; is it professional?
EDUCATION SECTION			1	Is the institution listed as Clarion University of Pennsylvania, Clarion, PA?
			1	Is the graduation date (month/year) included? i.e., May 2024
			0	Is an accreditation listed, if applicable? i.e., AACSB International
			1	Is the degree listed as found on your degree audit?
			1	Are major(s), minor(s), and/or concentration(s) listed as found on your degree audit?
		0	Is the overall GPA included (if 3.0+)?	
PART 1 POINTS			40	TOTAL POINTS

FIGURE 2: MGMT 120 RESUME CHECKLIST, PART 2

Fewer employers are screening job or internships candidates for GPA. Instead, they are assessing students on the skills they possess and can demonstrate on their resume or in an interview. Therefore, you will be evaluated on your ability to articulate the following employer ranked skills on your resume.

Part 2 is worth up to 10 points and is divided into two sections, "displayed" and "clear." For each section, you can earn up to 5 points. For every one skill you "display" on your resume, you will receive 1 point (for up to 5 points). However, simply listing a skill isn't enough. Employers want to read bullet points that "clearly demonstrate" that you possess this skill. Therefore, for every one skill you clearly demonstrate with quality bullet point writing, you will receive 1 point (for up to 5 points).

PART 2	DISPLAYED	CLEAR	DOES YOUR RESUME INCLUDE EXPERIENCES THAT SHOWCASE THE FOLLOWING SKILLS?
FOR MORE INFORMATION ON THESE SKILLS, VISIT NACE CAREER READINESS COMPETENCIES.			Ability to work in a team
			Problem-solving skills
			Analytical/quantitative skills
			Communication skills (verbal)
			Communication skills (written)
			Initiative
			Leadership
			Technical skills
			Flexibility/adaptability
			Strong work ethic
PART 2 POINTS			10 TOTAL POINTS
CCPD REVIEWER	Part 1 Score		Comments:
	Part 2 Score		
	TOTAL SCORE		
STUDENT'S SUBMISSION DATE			