ACS 191

Assignment #3- Résumés Final Draft
Grading Checklist

Name: _____   Points Possible: 50

		Potential Penalty	Points Deducted
Overall Issues			
	Appropriately Word Processed	**20**	
	Professional Appearance	**10**	
	Well-organized	**10**	
Personal Information			
	Clearly identified	**5**	
	Contact information easy to find / identify	**5**	
Academic Information			
	Schools clearly identified	**5**	
	Date of graduation / expectation	**4**	
	Degree Plan / Major / Coursework identified	**4**	
Work History / Professional Exp			
	Appropriate organization within each position listed	**3**	
	Easy to follow history	**3**	
Total Penalties			
Final Score			