Resume

Description

Students will create a résumé.

Type of Event

Individual

Guidelines

Students submit a résumé electronically prior to the competition. Résumé must be sent to: cte.coace@gmail.com. Please allow your students to submit their own résumés to the above address. (This is good practice for the real world.)

Deadline for submission: April 15, 2020

Late entries will not be judged. All résumés will be printed, evaluated and returned to teachers. Résumé should not exceed one page. Résumés must include the following:

- Personal/Contact Information
- Education and Training
- Work Experience
- Professional Format
- Proper grammar and spelling

Evaluation

- Students will be scored using the rubric on the following page. Please review rubric for specific criteria to include in presentation.
- In every event, students are expected to present themselves in a professional manner.

Scoring

- **Competitors with the top three scores in this event will receive a gold, silver, or bronze medal.**
- **All students:**
    - Scoring between 100-90 will receive a gold certificate
    - Scoring between 89-80 will receive a silver certificate
    - Scoring between 79-70 will receive a bronze certificate
    - Scoring 69 and below will receive a participation certificate

Resume

Grading Rubric

What is being evaluated:	EXCELLENT	ABOVE AVERAGE	AVERAGE	LIMITED	Points Given
Personal/ Contact Information	**20-18** ● Includes legal name, complete address, phone number and professional email. Stands out and is easy to read.	**17-15** ● Includes legal name, complete address, phone number and professional email. Easy to read, but may not stand out	**14-12** ● Includes name, address, phone number and email. Email used may be casual or unprofessional	**11-0** ● Missing name, address, phone number or email. Email used may be unprofessional /inappropriate.	
Education and Training	**20-18** ● Each institution includes name, location and dates of attendance. Important information, such as awards, honors, relevant classes, and certificates/certifications earned is included. If applicable, institutions are listed with most recent first.	**17-15** ● Each institution includes name, location and dates of attendance. If applicable, institutions are listed with most recent first.	**14-12** ● Each institution is listed, but some information such as location and dates of attendance may be missing.	**11-0** ● No education and training information.	
Work Experience (paid, unpaid, volunteer, school-based, etc.)	**20-18** ● Includes organization name, job title and dates. If applicable, most recent experience is listed first. ● Job duties are concise, clearly explain experience, have strong verbs, are not repetitive and the tense is appropriate and consistent.	**17-15** ● Includes organization name, job title and dates. If applicable, most recent experience is listed first. ● Job duties are included but are not concise or do not clearly explain experience. Verb tense is appropriate and consistent, but may be repetitive.	**14-12** ● Includes organization name, but descriptions are not detailed and do not explain what was done, does not include dates and/or does not include location. Errors in verb tense and consistency.	**11-0** ● No work experience information.	
Appearance & Format	**20-18** ● Typed, professional/ appropriate font style and size, appropriate amount of whitespace, important information stands out, includes appropriate headings, format highlights strengths and information. **One page maximum.**	**17-15** ● Typed, professional font style and size, appropriate amount of whitespace, important information stands out, includes appropriate headings. One page.	**14-12** ● Typed, font style and size may detract from readability.	**11-0** ● Format is not appealing. Font detracts from readability.	
Grammar & Spelling	**20-18** ● No capitalization, spelling or grammar errors.	**17-15** ● A few minor capitalization, spelling or grammar errors.	**14-12** ● Several mechanical errors but is still understandable	**11-0** ● Difficult to read because of mechanical errors.	
				Final Score:	

Judges, please total scores using whole numbers only.

Please write additional comments on the reverse side of this paper.