

BCI Co-op Résumé Marking Scheme

Name: _____

Teacher Evaluation of Good Copy

Area To be Marked...	Level
<p>Contact Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name <input type="checkbox"/> City, Province <input type="checkbox"/> Your Phone # <input type="checkbox"/> Email <p>Branding Statement or Objective:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1+2 powerful adjectives + Job title/Description + Value you offer <p>Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> From start of high school career <input type="checkbox"/> Working towards (or earned) your Ontario Secondary School Diploma <input type="checkbox"/> Complete the 'Extra-curricular' section as well (if applicable) <p>Activities, Hobbies and Interests</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed list of at least 4 showing a wide range of interests <input type="checkbox"/> Appropriate for a résumé 	<p>0 1 2 3 4</p>
<p>Skills, Abilities, Achievements, Certifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum of 3 appropriate skills/qualifications listed <input type="checkbox"/> Support given where needed (date certified, added detail, etc.) 	<p>0 1 2 3 4</p>
<p>Work/Volunteer Experience</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listed most recent to least recent <input type="checkbox"/> Dates, Position, Company Name, City and Province <input type="checkbox"/> Relevant tasks listed 	<p>0 1 2 3 4</p>
<p>References</p> <ul style="list-style-type: none"> <input type="checkbox"/> Header same as résumé <input type="checkbox"/> Three appropriate references that include name, position, company, full mailing address and phone number <input type="checkbox"/> References on a separate page 	<p>0 1 2 3 4</p>
<p>Presentation / Format / Overall Style</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consistent font type and size for resume & references <input type="checkbox"/> Alignment of tabs/ bullets <input type="checkbox"/> Alignment of dates <input type="checkbox"/> Effective use of space 	<p>0 1 2 3 4</p>
<p>Process and Mechanics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proper punctuation <input type="checkbox"/> Proper grammar and capitalization <input type="checkbox"/> Accurate spelling <input type="checkbox"/> Correct use of vocabulary <input type="checkbox"/> Revisions and proofreading evident : comments/ edits by peers/teachers have been resolved 	<p>0 1 2 3 4</p>
<p>0 - Requirement not completed 1 - Covers requirements with limited effectiveness (missing elements) 2 - Covers areas with some effectiveness 3 - Covers most requirements effectively 4 - Covers all requirements effectively and independently</p>	
<p>Comments</p>	<p>Overall Level</p>