

Résumé Marking Scheme

First Time
Co-op

Your Name: _____ Peer Marker: _____

Area To Be Marked	Peer Mark	Teacher Mark
<ul style="list-style-type: none"> ◆ Name, Full Address, Phone number(s), Email address, (Name, phone # and email on top right of 2nd Page) ◆ Objective indicating Co-op position you are interested in OR Branding Statement that uniquely summarizes the person you are 	/4	/4
Education <ul style="list-style-type: none"> ◆ From start of high school career ◆ If applicable, includes unique programs or accomplishments (ex. Specialist High Skills Major) ◆ States when your Ontario Secondary School Diploma is expected 	/3	/3
Skills <ul style="list-style-type: none"> ◆ Detailed summary of your skills (skills can appear in 'skills/qualifications' section and/or within your employment/volunteer summaries) ◆ Detailed and complete 	/8	/8
Employment History/Volunteer Experience <ul style="list-style-type: none"> ◆ Dates, position, company name, city, and province ◆ Most recent to least recent ◆ Bulleted list of key job tasks/duties 	/7	/7
Activities and Interests <ul style="list-style-type: none"> ◆ Appropriate for a résumé ◆ Detailed list showing a wide range of at least four interests 	/4	/4
References <ul style="list-style-type: none"> ◆ Require three appropriate references ◆ Include name, title/position, company, address and phone number 	/6	/6
Punctuation/Grammar	/10	/10
Font – Consistent Font for all subheadings	/5	/5
Presentation – Alignment of data (tabs/bullets)	/3	/3
Comments:		
Total Marks:	Divided by 2: /25	/50