

Center for Career Planning & Placement (CCPP)

Career Readiness Program 12/13

RESUME EVALUATION FORM

Name of Student:		ID Number:	
College & Dept.:		Date:	

Layout	YES	NO
Overall impression – neat and tidy	☐	☐
Clearly laid out with headings , bullet points, easy to read, easy to find information	☐	☐
Free of spelling errors	☐	☐

Content	YES	NO
Includes relevant sections: Personal details, education, experience, skills, achievements etc...	☐	☐
Appropriate length and amount of information	☐	☐
Good use of positive, active language	☐	☐

Final Evaluation	CV Ready	To be Edited	Refer To CCPP
	☐	☐	☐

Additional Comments (Optional):

(In case a student is having difficulties in finalizing the RESUME, the faculty member can refer the student to the Center for Career Planning & Placement for individual Counseling)

Graded by		Date	
Signature			