



Career Program Area: Employment Interview
 Resume and Application Materials Evaluation Sheet

Applicant's Name: _____

College/Institution Name: _____

Employment Interview Area: _____

I. Resume	Possible Points	Actual Points
Format	10	
Content	5	
Neatness	10	
Effectiveness	10	
Career Goal	5	
Resume – Total Points	40	
II. Letter of Application	Possible Points	Actual Points
Appearance and Neatness	5	
Opening-Offer a service, arouse interest, other	8	
Offer proof of abilities illustration or results	10	
Closing – Appeal for action, request for interview	10	
Spelling, grammar and punctuation	7	
Letter of Application – Total Points	40	
III. Application for Employment	Possible Points	Actual Points
Appearance and neatness	2	
Content		
Name, address, current date	2	
Personal information	2	
Education –school, major, extracurricular activities	3	
Work experience – places, names, addresses	3	
Responsibilities – clearly defined	2	
References – names and addresses	3	
Spelling and Grammar	3	
Application for Employment – Total Points	20	
Subtotal Points	100	
Ranking Adjustment +/- (add or subtract points to indicate preference in case of a tie)		
Total Points	100	

JUDGE'S COMMENTS

Applicant's Strengths

Applicant's Areas to Improve