

Job Interview Resume Scorecard

Name _____

Club _____

Age _____

Job Position Applied For: _____

	Possible Score	Participant's Score
Format		
* Appropriate Font	2	
* Structure	2	
* Limited to two pages	4	
Content		
* Contact information conveyed	25	
* Position sought or employment objective	25	
* Identified education or relevant course-work	25	
* Identified relevant experience & skills	25	
* Identified achievements & honors	25	
* Mentioned/had references	25	
Grammar	4	
Punctuation	4	
Spelling	4	
General Appearance		
* Overall impression	15	
* Readability and flow/spacing	15	
Total	200	

Comments:

Judge's Signature: _____

Date: _____