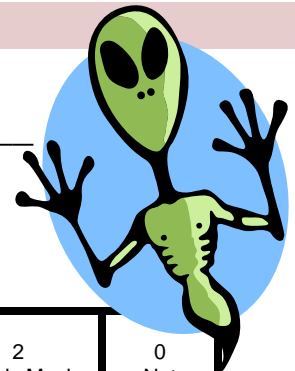


Student Name _____



Aliens and Assets Resume Checklist

Scoring criteria	5 Excellent	4 Good	3 Needs Some Improvement	2 Needs Much Improvement	0 Not Present
All and only important resume parts are included.					
Order of resume parts fit the applicant's assets and position.					
Resume items highlight strengths of applicant.					
White space, margins, and tabs used effectively and attractively.					
Strong action verbs are used - power words.					
Information clearly provided					
Effective use of fonts, bolding, and special effects; printed on bond paper with letter quality printer.					
No spelling, grammar, or word usage errors.					
Total Score ____ /40					

Adapted from Health, Science, Technology Education. Texas: North Texas University. Retrieved July, 10, 2006, from http://www.texashste.com/documents/rubrics/resume_rubric.pdf