

INSTRUCTOR: Janice Hathaway	COURSE: ART 287 Portfolio & Resume Preparation
STUDENT NAME:	
PROJECT 7: RESUME	
C R I T E R I A F O R G R A D I N G	

CONCEPT AND DESIGN

How effectively does your resume further your “brand identity” by incorporating aspects of your symbol/logo, fonts and colors?	1	2	3	4	5
	6	7	8	9	10
	11	12	13	14	15

TYPOGRAPHY

How successfully does your typography represent clear visual hierarchy to support your written content?	1	2	3	4	5
	6	7	8	9	10
	11	12	13	14	15

How consistent are your typographic headlines, subheads and body copy?	1	2	3	4	5
	6	7	8	9	10
	11	12	13	14	15

REQUIRED CONTENT

<p>How complete is your resume?</p> <p>This includes:</p> <ul style="list-style-type: none"> • Contact Information - name, address, phone number, email address • Objective or summary of skills/qualifications (optional) • Experience or skills • Education – Degree/Certificate awarded, school, location, date; usually most recent first • Experience – usually most recent first • Job title, employer name, location, dates of employment including month and year; usually most recent first • Other – honors, certifications, awards, personal interests, languages spoken, other things of interest to particular employer • Strengths or weaknesses (optional) 	1	2	3	4	5
	6	7	8	9	10
	11	12	13	14	15
	16	17	18	19	20

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WRITING

How well organized is your resume with appropriate heading and well-written, correctly spelled content?	1 6	2 7	3 8	4 9	5 10
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How well written and consistent is your resume content?	1 6	2 7	3 8	4 9	5 10
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TECHNICAL SKILLS

How well did you incorporate Styles in Microsoft Word or Paragraph Styles in InDesign?	1 6	2 7	3 8	4 9	5 10
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SUBMISSION

<p>Required item:</p> <ul style="list-style-type: none"> • Word document or Packaged InDesign document • PDF of resume 	1	2	3	4	5
<p>EXTRA CREDIT: Certificate from the Writing Center</p>	1	2	3 ⁺	4	5
<p>SCORE: Total available - 100 points This assignment is worth 5% of your final grade.</p>					
<p>LATE PROJECTS:</p> <ol style="list-style-type: none"> 1. A document that is not submitted on time will receive a ten-point reduction. 					