

Resume Evaluation Form for Teaching Interns

Candidate's Name: _____

Reviewer's Name: _____

Please take a few minutes to critique the intern's resume using the guidelines below. Use the scale provided to score each section in this evaluation form. The highest score possible is 20 total points. Interns should aim for a score of 16-20 total points before sending their resumes to College of Education Career Services for final review.

Meets All Expectations	Meets Some Expectations			Does Not Meet Expectations
5	4	3	2	1

Overall Impression: How does the resume look in a 15-second glance?

5 4 3 2 1

Some questions to consider: Does the formatting guide the reader's eye to key content? What parts of the resume stand out? Does the resume appear organized and easy to read? Does it look like a template, which is not preferred? Are bullet points used instead of long paragraphs? Please describe your overall impression below:

Consistency & Accuracy: Fonts, headings, and style are consistent throughout the resume and correct grammar and spelling is used.

5 4 3 2 1

Describe aspects of the formatting (i.e. bold font) that work well in directing the reader's eye to relevant information on the page. Identify any areas where formatting could be more consistent, more effective in using space, more space efficient, etc. Does the resume appear to be free of spelling or grammatical errors? Circle areas of improvement on the document.

Uniqueness: Does the candidate stand out from the crowd?

5 4 3 2 1

Can you tell what makes them unique from other candidates? Is it clear what they are certified to teach? Do they have any experiences, skills, etc. that are different and memorable? Share your thoughts on how they are or could be communicating their distinctive "brand" as a teacher.

Content: Resume clearly communicates the candidate's skills and experiences and does not include redundant, irrelevant or vague/general information

5 4 3 2 1

Has the candidate fully described experiences with enough detail and skill-based language (action verbs!) for you to connect what they *have done* to what they *want* and *can do* for their intended employer? Have they described their experiences in a way that highlights their skills, accomplishments and what they have gained professionally? Do they use numbers to quantify their outcomes? Underline words or phrases in the resume that could be more specific, detailed or targeted. Share below ways in which they can improve.

Resume Score

Total Points: _____ / 20

Overall Comments

Identify what you liked most about this resume:

Identify areas for improvement:

Provide additional comments to help the candidate better their resume:
