



## ND FFA EMPLOYMENT SKILLS RESUME SCORECARD

<b>Contestant Name</b>						
<b>Chapter</b>						
Indicator	Strong 5-4 pts	Moderate 3-2 pts	Weak 1-0	Points Earned	Weight	Total
<b>Contact Information</b>	Includes name, address, email address and phone number; name stands out on resume; provides professional email address.	Name does not stand out; email address is too casual.	Missing name, address, email address or phone number; email used is inappropriate or unprofessional.		x 1	
<b>Education and Relevant Course Work</b>	Contains complete information (listed in reverse chronological order) with relevant courses listed; dates formatted correctly; GPA listed in correct format (if appropriate), includes appropriate honors and awards.	Contains information (listed in reverse chronological order) with relevant courses listed; dates formatted correctly; inappropriate GPA listed, includes appropriate honors and awards.	Information not listed in reverse chronological order; important information missing; information not listed in correct format.		x 6	
<b>Relevant Experience and Skills</b>	Entries are listed in reverse chronological order; company name, job title, location, and employment dates are included; strong action verbs used with correct verb tense; personal pronouns and extraneous words are omitted; bullets are concise, direct and indicate one's impact/accomplishments; results are listed in order of importance.	Entries are listed in reverse chronological order; company name, job title, location, and employment dates are included; entries have a pattern or one type of error; action verbs are weak; verb tenses are inconsistent; bullets are not concise or direct and do not indicate impact; bullets are written in complete sentences.	Entries are not in reverse chronological order; most entries do not include company name, dates, location, or position title; bullets are written in complete sentences; verb tenses are inconsistent; bullets are wordy, vague, or do not indicate one's impact; bullets are not listed in order of importance to the reader; results are not quantified when appropriate; irrelevant or outdated information is listed.		x 8	
<b>Achievements and Honors</b>	Appropriate and relevant achievements and honors listed; achievements and honors related to career goal; provides specific details related to achievements and honors; listed in reverse chronological order.	Appropriate and relevant achievements and honors listed; achievements and honors related to career goal; lacks specific details related to achievements and honors; listed in reverse chronological order.	Achievements and honors not listed in reverse chronological order; inappropriate or irrelevant achievements listed; no achievements or honors are listed.		x 4	

<b>Indicator</b>	<b>Strong 5-4 pts</b>	<b>Moderate 3-2 pts</b>	<b>Weak 1-0</b>	<b>Points Earned</b>	<b>Weight</b>	<b>Total</b>
<b>References</b>	Listed appropriate references and provided complete contact information for references.	References are listed, but not all are appropriate or not all contact information for references is included.	Inappropriate references are listed; no references listed; no contact information listed.		x 1	
<b>Spelling, Grammar, and Punctuation</b>	Spelling, grammar, and punctuation are extremely high quality with two or less errors in the document.	Spelling, grammar, and punctuation are adequate with three to five errors in the document.	Spelling, grammar, and punctuation are less than adequate with six or more errors in the document.		x 4	
<b>Format and General Appearance</b>	Does not exceed two pages without overcrowding; margins are acceptable; font size and style are readable (10-12 pt); headings reflect content and content substantiates headings; resume is targeted to job.	Does not exceed two pages; appears overcrowded; margins are acceptable; font size and style are readable (10-12 pt); headings don't necessarily reflect content and content substantiates headings; resume is targeted to job.	Exceeds two pages; margins are inappropriate; font style is unreadable; font size is too small or too large		x 6	
<i>Subtotal</i>					150	
<b>Deduction for materials received after the postmark deadline: 10% or 15 points maximum</b>						
<b>Total Points Earned Maximum: 150</b>						

\_\_\_\_\_  
Judge's Name

\_\_\_\_\_  
Judge's Signature

\_\_\_\_\_  
Date