Professional Resume: Dream Resume for Senior Fall College Applications

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|  | **Criteria for Success** | **1** | **2** | **3** | **4** | **Weight** |
| **Organization & Aspect** | 56. Sections: Resume is comprised of precisely 4 sections: a heading, then **Education**, **Work Experience**, **Leadership & Extracurricular Activities**, and **Awards & Accolades** (in this order). |  |  |  |  | X1 |
| 57. Heading: Resume’s heading includes full name and properly formatted @afscholars.org email address in the contact information section. (Does NOT include my home street address or phone number.) |  |  |  |  | X1 |
| 58. Education: Education section includes first entry as Achievement First Brooklyn High School with dates attending, location, and two bullets with expected graduation date and cumulative GPA (if above a 3.0). Education section also includes pre-college programs, if any. |  |  |  |  | X1 |
| 59. Work & Volunteer Experience: This section is organized in reserve chronological order with most recent experience listed first. Dates participating, location, and 1-2 bullets describing skills/experience gained and/or outcomes achieved are included for each. |  |  |  |  | X1 |
| 60. Leadership & Extracurricular Experience: This section is organized in reverse chronological order with most recent experience listed first. Dates or grades participating, location, and bullets with leadership positions held and/or experience/skills gained are included for each. |  |  |  |  | X1 |
| 61. Awards & Accolades: This section lists in chronological order the major awards and dates of receipt throughout the high school career. (Do not include CHPRIDE awards.) |  |  |  |  | X1 |
| **Formatting** | 62. Resume fits onto 1 page in 12-point sans serif font (Calibri or Arial). |  |  |  |  | X1 |
| 63. Each section heading is bolded in 16-point font; sections are spaced by a paragraph line skip. |  |  |  |  | X1 |
| 64. The key information for each entry in each section is bolded, followed by non-bolded dates of participation or completion and/or grades of participation. |  |  |  |  | X1 |
| 65. All descriptive detail is bulleted, and all bullet points are consistently indented and aligned down the page. |  |  |  |  | X1 |
| 66. The location (City, State) of participation or completion is included for each entry in each section and is right-margin aligned. |  |  |  |  | X1 |
| **Bold & Dynamic** | 67. Grammar and punctuation: Bullet points employ correct grammar, spelling, and punctuation; bullet points omit subject pronouns (implied). |  |  |  |  | X2 |
| 68. Language: Bullet points employ dynamic and bold verbs and adjectives, clearly and succinctly articulating positions, experiences, responsibilities, and outcomes (outcomes should include quantitative data—in order to score a 3 in this row, at least 50% of bullets should include quantitative data). |  |  |  |  | X5 |
| 69. Inclusion discretion: Resume includes recent experiences and achievements; resume does not include experiences that were completed or pursued in middle school (any middle school activities included will automatically result in a 1 on this row); resume chiefly includes activities or commitments that spanned at least a year’s time. |  |  |  |  | X1 |
| 70. Robust: Resume includes activities and/or commitments that communicate to the recipient that the student has shown significant engagement, leadership, commitment, and skill-building throughout his/her high school tenure. (4 = at least one pre-college program AND at least 1 after-school club or sport AND a significant leadership positions for sophomores and juniors; not including one pre-college program results in an automatic score of 1) |  |  |  |  | X3 |

1 = Resume does not meet criteria for success (<90%)

2 = Resume meets part of criteria for success (90-99%)

3 = Resume meets criteria for success (100%)

4 = Resume goes above and beyond the criteria for success