

AGEC321, Fall 2011

Take-home Graded Opportunity

Due date: October 25, 2010, 5:00 p.m.

Your goal is to evaluate your classmate's resume based on the following criteria:

1. Relevancy

- The resume must be targeted to the job advertisement. (___ out of 4 points)
- You must assertively illustrate your strengths and *relate* those strengths to the specific requirements of the job and the employer. (___ out of 4 points)
- Use keywords and key phrases from the job advertisement to discuss your strengths and experiences. (If no highlighted advertisement available, subtract 2 points.) (___ out of 4 points)
- Include only relevant information about your skills and experiences. Make sure that you *clearly illustrate* how those skills and experiences are relevant to the job. (___ out of 2 points)
- Do not overstate or overgeneralize your skills. You are likely *not* able/willing to perform *any* task. (___ out of 2 points)

2. Conciseness

- The resume must be at most 1.5 pages, but preferably 1 page in length. (___ out of 1 point)
- Be assertive and use to-the-point language. Use as few words as possible to get your point across. Having a page limit will help you. (___ out of 4 points)
- Make good use of space. This includes both the use of horizontal and vertical space. If you can neatly include more than one item of information on a single line, do it. (___ out of 2 points)

3. Formatting and Grammar

- Make the resume look as appealing as possible. Is it stapled? Are the corners bent? If you were the employer, would you appreciate the form in which the resume arrived on your desk? If you were to fax or make a black and white photocopy, would the resume look just as good as the original? (___ out of 4 points)

- Proofread and spell check. One misspelled word is all it takes to dismiss a candidate. (___ out of 4 points)
- If you use a template to design your resume, change it so that it looks original. (___ out of 1 point)
- Use different fonts to illustrate different ideas. For example, you may use a bold font to name your university and an italicized font to indicate the dates you attended the university and its location. (___ out of 2 points)
- Use correct grammar. For example, if you're writing in complete sentences, they must have a period at the end (even if it is a bulleted list). (___ out of 2 points)

4. Overall evaluation

On a scale of 1–10 (1 representing a very poor impression and 10 representing an interview), what is your overall opinion of the candidate? (___ out of 10 points)

5. Recommendations

Provide *at least* five (5) recommendations for improving the resume.

You are required to hand in the candidates original resume and job advertisement and this evaluation sheet.