

Employment Skills

RESUME SCORECARD

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| **Contestant Name** | **Team No.** | |
| **Chapter** | **Member No.** | |
| ***CONTENT (GENERAL APPEARANCE)*** | **Possible Score** | **Score** |
| Presented in proper format | 15 |  |
| Pleasing to the eye   * Captures Interest * Layout * Easily read | 40 |  |
| Grammar   * Punctuation * Typing * Spelling | 20 |  |
| *CONTENT (General Appearance) Sub Total:* | 75 |  |
| ***COMPOSITION*** |  |  |
| Personal Data | 10 |  |
| Career Objective | 10 |  |
| Educational background | 20 |  |
| Work experience/skills | 20 |  |
| Special experiences, activities, honors | 10 |  |
| References | 5 |  |
| *COMPOSITION Sub Total:* | 75 |  |
| *Subtotal* | 150 |  |
| Deduction for materials received after the postmark deadline:  10% or 15 points maximum | |  |
| **Total Points Earned** | |  |

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**Judge’s Name Judge’s Signature Date**