

Resume Evaluation Checklist

 YES OR NO

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**STUDENT NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Relevance

* Is their Resume job specific including a job title and position sought?
* Is the information relevant to the employer’s needs/job requirements?

# Personal Profile / Career Summary

* Have they included a well written personal profile /career summary which clearly focuses the reader’s attention on the most important qualities, achievements and abilities they bring to the job?
* Have they included their correct VET qualifications being undertaken?

# Layout & Appearance

* Is the Resume visually appealing and easy to read with a good balance between text and white space?
* No spelling mistakes, typos or grammatical errors?
* Address, phone number and email easy to read?
* Is formatting (e.g. bold, font, bullet size, heading styles) consistent throughout the Resume?
* Has the Resume been proofread by another person?

# Resume Sections & Headings

* Are all headings clearly labeled?
* Are headings placed in the best order to highlight their strongest credentials?

# Skills & Competencies

* Did they clearly highlight their key competencies and skills with examples to demonstrate and talk about?
* Did they include employability skills most relevant to the job they are applying for?
* Does it clearly highlight their technical / trade skills? (if applicable)

# Relevant Work Experience

* Is their work and placement history listed in reverse chronological order (most recent job first)?
* Have they provided a job title for each experience?
* Did they include relevant SBAT or part-time work that included a list of responsibilities on a second page?

# Notable Achievements, Recognitions & Awards

* Did they clearly note any recent recognitions, achievements or awards that strengthen their Resume?

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# Certifications & other Qualifications

* Did they include any relevant certifications such as Driver’s License, First Aid, and White Card?

# Education

* Did they provide a complete list of their most recent HSC subjects?

**Score: /20**

First Last 1 xx St Suburb NSW 2141

**Phone:** 0411 111 111

**E-mail:** fistlast@gmail.com

**Job Title???**

FIRST is completing their HSC at Southern Cross Catholic Vocational College with a Certificate III in COURSE (VET qualification), a Certificate II in COURSE and a Certificate II in COURSE. She/ He is completing their School-based 1st Year XXX Apprenticeship / XXX Traineeship. (delete if not relevant) They have work placement experience across a range of industries and locations. FIRST has demonstrated a strong commitment to his/her work, training and study. (Add an additional sentence to focus on any unique experience / skills)

First is seeking a position in ??? where they can apply the employment skills he/she has developed over the last two years.

**Skills and Expertise**

(tag to an experience to demonstrate)

* Organisation, time and self-management skills applied to work and training commitments
* Communication and technology skills used in HSC studies and workplace
* Problem solving skills dealing appropriately with customer complaints in part-time work
* Customer service skills in hospitality and business settings work placements
* Teamwork as Crew Trainer at McDonalds part-time work
* Trade skills developed in XXX coursework, and work placements or School-based Traineeship / Apprenticeship.

**Work Experience Snapshot**

**XXX, Chullora** Aug 2014 to Present

Job title (School-based Traineeship)  
**BBB, Concord** July 2017 to Present

Job title (Part-time)

**AAA, Parramatta** Mar 2018

Job title (Work Placement)

**YYY, Darlinghurst** Aug 2017

Job title (Work Placement)   
**DDD, Bankstown** June 2016

Job title (Volunteer work)

**EEE, Burwood** Nov 2016

Job title (Work Experience)

**Notable Achievements, Recognitions and Awards**

* School Leadership Team, 2018
* Business Services and Catholic Studies Achievement Awards, 2018
* Crew Trainer at McDonalds, 2017
* Coach for U/7 Netball Team, 2017

**Certifications**

* Driver’s License, 2017
* Police Clearance, 2017
* First Aid Certificate, 2017
* National WH&S General Construction Induction Training, 2017
* Barista Certificate (Level 1), 2016

**Education**

**Southern Cross Catholic Vocational College, Burwood** 2017 – 2018

English Studies / XXX (HSC course title) / YYY / ZZZ / Work Studies / Catholic Studies.