

Please use the following evaluation rubric as a guide when creating your resume:

	Excellent	Above Average	Needs Improvement
Format/ Appearance	<ul style="list-style-type: none"> • Appropriate length and easy to read • Consistent and effective use of bold/italics/underlining • Section titles clearly listed and easy to find • Name and contact information clearly listed at top • Consistent and effective use of bold/italics/underlining 	<ul style="list-style-type: none"> • Appropriate length and easy to read • Name and contact information clearly listed at top • Somewhat consistent in format and font • Some information hard to find 	<ul style="list-style-type: none"> • Hard to read • Not formatted correctly • Information not clearly labeled • Contact information missing • Font/bold/italics not used consistently
Education	<ul style="list-style-type: none"> • Required information listed • Name of high school/dates attended • Section labeled appropriately • Formatted clearly 	<ul style="list-style-type: none"> • Required information listed • Poorly formatted • Not clearly labeled • Name of high school/dates attended 	<ul style="list-style-type: none"> • Required information missing • Section NOT included
Experience/ Skills	<ul style="list-style-type: none"> • Experience clearly labeled and placed in chronological order • Skills listed appropriately in order of importance • Consistent and effective use of bold/italics/underlining 	<ul style="list-style-type: none"> • Experience not listed in chronological order • Skills not relevant • Somewhat labeled clearly • Information hard to find or overcrowded 	<ul style="list-style-type: none"> • Missing information • Not labeled • Hard to read • Section NOT included
Extra-Curricular Activities	<ul style="list-style-type: none"> • Activities clearly labeled and placed in chronological order • Role in extra-curricular activity • Consistent and effective use of bold/italics/underlining 	<ul style="list-style-type: none"> • Activities listed but out of order • Not clearly labeled • Formatted inconsistently 	<ul style="list-style-type: none"> • Missing information • Hard to read • Font/bold/italics not used consistently • Section NOT included
Awards/ Recognitions	<ul style="list-style-type: none"> • Section titles clearly listed and easy to find • Awards clearly labeled and placed in chronological order • Consistent and effective use of bold/italics/underlining 	<ul style="list-style-type: none"> • Activities listed but out of order • Not clearly labeled • Formatted inconsistently 	<ul style="list-style-type: none"> • Missing information • Hard to read • Font/bold/italics not used consistently • Section NOT included
Grammar and Spelling	<ul style="list-style-type: none"> • Free from grammatical and spelling errors • Word usage consistent and Effective 	<ul style="list-style-type: none"> • Few grammatical and spelling errors • Word usage needs to be clearer and more concise 	<ul style="list-style-type: none"> • To many grammatical and spelling errors • Inconsistent word usage • Hard to understand

Application Requirements Checklist:

- ☐ Application
- ☐ Letter of Recommendation
- ☐ Transcript
- ☐ Photo

All applicants who submit a **COMPLETED** application by the deadline will be contacted regarding their status in the month of March. Please return this application, resume, transcript, letter of recommendation, and photograph to:

Jefferson State Community College
Attn: Recruiting Office
2601 Carson Road
Birmingham, AL 35215

Deadline for submission of all required documents is March 1, 2019 @ 4:00pm