

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

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

### Application Requirements Checklist:

- Application
- Transcript/s
- Resume
- Letter of Recommendation
- Photo
- 2022-2023 FAFSA

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

*Deadline for submission of application and all required documents is  
April 1, 2022 @ 4:00pm*