

ACHIEVEMENT RESUME' SCORECARD

Name _____

Club _____

Category _____

Level _____

| | Excellent | Good | Fair |
|---|-----------|------|------|
| COVER LETTER | | | |
| Completeness - Adequately describes member's skills and accomplishments | | | |
| Clarity - Grammar, punctuation, spelling - Encourages reader to want to know more | | | |
| Content - Expands upon resume' - Member's skills and accomplishments highlighted | | | |
| RESUME' | | | |
| Completeness - Name, etc. - Skills and accomplishments adequately described - Future goals stated - Other information included (please list) | | | |
| Clarity of Information - Skills and accomplishments easily understood | | | |
| Content - Member's skills and accomplishments expanded | | | |

| | STRENGTHS | SUGGESTED IMPROVEMENTS |
|---------------------|------------------|-------------------------------|
| COVER LETTER | | |
| RESUME' | | |