

Resume Checklist

Item	Poor	Satisfactory	Excellent
	0	65%	100%
Contact Details (5 marks)	<ul style="list-style-type: none"> - Missing key info (phone/email) - Unprofessional email address - No LinkedIn or portfolio link when relevant 	<ul style="list-style-type: none"> - Basic details provided (name, phone, email) - Email is acceptable but could be more professional - Missing optional social/portfolio links 	<ul style="list-style-type: none"> - Clear name, phone, email - Professional email address - Includes optional LinkedIn/portfolio link
Summary (5 marks)	<ul style="list-style-type: none"> - None or totally generic - Fails to highlight relevant skills/goals - Too wordy or unclear 	<ul style="list-style-type: none"> - Basic statement included - Some mention of skills but not very compelling - Lacks strong “hook” or focus 	<ul style="list-style-type: none"> - Engaging, tailored overview - Highlights strengths, experiences, goals - Brief but compelling and relevant
Skills (5 marks)	<ul style="list-style-type: none"> - None or irrelevant - Too generic (e.g., “Microsoft Office”) - Fails to match target role 	<ul style="list-style-type: none"> - Some skills identified - Mostly broad or not tailored - Little sense of proficiency 	<ul style="list-style-type: none"> - 5+ targeted skills aligned to role - Specific and clearly relevant - Demonstrates proficiency level or context
Experience (10 marks)	<ul style="list-style-type: none"> - Only lists job titles or duties - No measurable accomplishments - Dates or job progression unclear 	<ul style="list-style-type: none"> - Some bullet points but mostly tasks (not results) - Few or vague accomplishments - Timeline may have small gaps or inconsistencies 	<ul style="list-style-type: none"> - Well-structured bullet points - Focus on achievements/results (metrics, impact) - Clear job titles, companies, dates, responsibilities
Education (5 marks)	<ul style="list-style-type: none"> - Missing details - No mention of major or areas of study - Irrelevant or outdated education listed first 	<ul style="list-style-type: none"> - Basic info included (degree, institution) - Lacks relevant certifications or specifics - Does not highlight notable coursework/projects 	<ul style="list-style-type: none"> - Complete details (degree, institution, dates) - Relevant certifications listed - Showcases awards, notable coursework if pertinent

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RESUME TEMPLATE
ONLY FOR RS. 200**

TAP HERE