

Resume Report Card

Grade Scale

Excellent	Good	Fair	Needs Improvement
Expert or novel applications of recommended practices	Proficient and consistent but does not stand out compared to all other resumes reviewed	Met some criteria but inconsistent application of best practices; small errors	Considerable issues and errors, suboptimal choice of content, communication issues

ASSESSMENT CRITERIA	GRADE	RECOMMENDATIONS
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I. CONTENT		
<p>Content details achievements, skills, and responsibilities to cover:</p> <ol style="list-style-type: none"> educational background teaching certification and status teaching experience <p>... to describe <i>how</i> you got here and <i>why</i> you are the best candidate for the job</p>		
<p>Communication is clear and concise (e.g., try to limit each bullet point to one or two lines)</p>		
<p>Points are written with strong action verbs and avoids:</p> <ul style="list-style-type: none"> <input type="checkbox"/> weak or vague verbs (e.g., worked on, did, was responsible for, gained experience in) <input type="checkbox"/> passive voice (e.g., 20% student growth in ELA achieved as a department) <input type="checkbox"/> unclear involvement (e.g., took part in, helped, handled) <input type="checkbox"/> obvious duties that add no value (e.g., printing/copying student materials, distributing homework) 		
<p>Points describe a situation/problem, action taken, and positive result:</p> <ul style="list-style-type: none"> <input type="checkbox"/> support quantitatively or qualitatively (even if estimated) <input type="checkbox"/> emphasize impact on students, school, or stakeholders 		
<p>Highlight relevant experiences with various pedagogies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> classroom management (e.g., <i>Responsive Classroom, restorative justice, morning meetings</i>) <input type="checkbox"/> implementation and data outcomes (e.g., <i>inquiry-based, play-based, workshop model</i>) <input type="checkbox"/> curriculum design and planning (e.g., <i>Singapore Math, Fontas & Pinnell, Pearson</i>) 		

Highlight relevant extracurriculars or achievements that demonstrate that you go above and beyond classroom responsibilities (e.g., *served as a parent council staff advisor, lead after-school robotics program, plan and coordinate monthly field trips*)

II. GRAMMAR

No grammar or spelling mistakes:

- consistent punctuation (e.g., regular use of periods at end of points)
- proper homophones (e.g., they're, their, there)
- parallel structure (e.g., "I taught reading, how to write, and spelling" — use "writing")

III. FORMAT

Resume is thoughtfully and logically organized

- Tailored and prioritized to job opportunity
- Fits onto one page (maximum two)
- Info is displayed consistently (e.g., dates aligned, titles bolded, same font)
- Layout appropriate to years of experience

OVERALL GRADE AND RECOMMENDATIONS