

## TPW Resume Assessment

	Unacceptable	Marginal	Professional	Impressive	Exceptional
<b>Organization &amp; selection:</b> <ul style="list-style-type: none"> <li>to focus on qualifications for a technical or professional writing position</li> <li>to meet conventional presentation norms</li> <li>to address hiring managers' likely issues and concerns</li> </ul>					
<b>Objective statement:</b> <ul style="list-style-type: none"> <li>to identify a realistic employment focus</li> <li>to identify relevant strengths or skills</li> </ul>					
<b>Education summary:</b> <ul style="list-style-type: none"> <li>to identify relevant degrees or education completed or in progress</li> <li>to identify relevant coursework</li> </ul>					
<b>Skills &amp;/or projects summary:</b> <ul style="list-style-type: none"> <li>to categorize and prioritize relevant technical and production skills and abilities</li> <li>to demonstrate expertise in developing documents in relevant genres and/or media</li> <li>to identify relevant research and/or project management skills</li> </ul>					
<b>Experience summary:</b> <ul style="list-style-type: none"> <li>to highlight most relevant work experience</li> <li>to demonstrate positive work ethic and/or achievements</li> <li>to clarify any gaps in work-school chronology</li> </ul>					
<b>Additional information:</b> <ul style="list-style-type: none"> <li>to identify relevant volunteer work</li> <li>to identify relevant professional memberships</li> <li>to offer references and portfolio of writing samples</li> </ul>					
<b>Persuasiveness:</b> <ul style="list-style-type: none"> <li>to emphasize relevant strengths and writing talents</li> <li>to create an original and clear narrative</li> </ul>					
<b>Concision and word choice:</b> <ul style="list-style-type: none"> <li>for accessibility and clarity</li> <li>for easy readability</li> </ul>					
<b>Design and production:</b> <ul style="list-style-type: none"> <li>aesthetics, legibility, and neatness</li> <li>appropriateness for scanning and online distribution</li> </ul>					
<b>Copyediting:</b> <ul style="list-style-type: none"> <li>correctness and accuracy</li> </ul>					