

Name _____

RCPT 210: Introduction to Recreation, Parks and Tourism Resume Criteria and Evaluation

This document contains the guidelines for your resume and evaluation criteria. There are two basic parts to a resume – the content and the layout. The content must be clear, indicate your skills and experience, and provide the reader an idea of who you are and what you can do. The layout needs to be easy to read and attractive. There are many forms that will provide an effective layout.



Guidelines – the content should include the following:

1. Your contact information including name, address, telephone number, and email. (website?)
2. Your educational experiences including school/s, degree/s, major/minor, GPA?, and accreditation.
3. Your work experience including position, agency or business name, city and state, dates of employment, and description of duties and accomplishments.
4. Your professional development activities including service-learning experiences, volunteer work, workshops, trainings, and conferences.
5. Your professional memberships.
6. Your skill sets – technology skills, leadership skills, programming skills, experiences working with different populations (age groups, persons with disabilities, etc.), research skills, supervisory skills, work ethic and experiences, and/or skills in your option area.
7. References or statement “references available upon request.”

The layout should include the following:

1. Easy to read
2. Categories that are clearly represented
3. No misspellings
4. Shows technology skills
5. White space that makes resume easy to read
6. Laid out on the paper in an attractive manner

Evaluation

	Not acceptable			Professional level			
1. The resume provides the following information:							
a. Contact information	1	2	3	4	5	6	7
b. Educational experience	1	2	3	4	5	6	7
c. Work experience	1	2	3	4	5	6	7
d. Professional development	1	2	3	4	5	6	7
e. Skill sets	1	2	3	4	5	6	7
f. References	1	2	3	4	5	6	7
2. The layout is:							
a. Easy to read	1	2	3	4	5	6	7
b. Clear categories	1	2	3	4	5	6	7
c. No misspellings	1	2	3	4	5	6	7
d. Effective white space	1	2	3	4	5	6	7
e. Attractive layout	1	2	3	4	5	6	7

Comments and Grade: