

**LSC 3013 CV
Evaluation Form**

Name: _____

ID: _____

Scale: 5=Excellent; 4=Good; 3=Satisfactory; 2=Needs improvement; 1= Very weak

Appearance <ul style="list-style-type: none"> • Appropriate font sizes and style • Appropriate spacing • A professional overall layout <ul style="list-style-type: none"> ○ Names BOLD and in a large font ○ Headings bold or <i>italicised</i> ○ Smaller font for details ○ Bulleted points 	4	6	8	10
Organization <ul style="list-style-type: none"> • Information begins from the most recent to the earliest • Appropriate arrangement of topics 	4	6	8	10
Content <ul style="list-style-type: none"> • Relevant information is provided <ul style="list-style-type: none"> ○ Sufficient but not excessive detail • Consistent grammatical structure • Correct spelling and punctuation • Acceptable information formatting <ul style="list-style-type: none"> ○ eg 16 August 2005 or Aug 16 2005 or Aug 2005. Not 16/8/2005 	8	12	16	20

Comments: _____

Total: _____
40

X 2.5 = _____
100

Layout Sample

The order of the CV will depend on the template selected. But it usually follows something similar to the following. (although it can change depending on the type of CV)

Name

Personal Details

Photo (optional)

Objective (optional)

a. Education and qualifications

Most recent school, usually the College

High School

b. Work History (if applicable)

c. Skills

IT Languages Interpersonal

d. Personal interests (optional)

e. Two referees with correct contact details