

# CV Self-assessment

<b>Name:</b>		<b>Date</b>	
What is the target for this CV: (e.g. career field, specific internship/job posting, graduate programme, etc.)?			

CRITERIA	EXCELLENT (3)	AVERAGE (2)	UNACCEPTABLE (1)	COMMENTS
<p><b>Style, Appearance, &amp; Tone</b> Goal: To ensure your strengths are highlighted for your specific audience and that the CV is polished &amp; easy to read.</p> <p>Comments:</p> <p>Score:</p>	<ul style="list-style-type: none"> <li>Fills 1-2 pages without overcrowding</li> <li>Margins are acceptable</li> <li>Font style &amp; size is readable</li> <li>Formatting is consistent</li> <li>Relevant info appears on the top half of the first page</li> <li>Section headings reflect content &amp; content substantiates headings (section titles &amp; descriptions are relevant to targeted opportunity)</li> <li>CV is targeted to internship, job or program</li> </ul>	<ul style="list-style-type: none"> <li>Page appears crowded, but does not exceed 1-2 pages</li> <li>Less than two formatting errors</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds 1-2 pages</li> <li>Does not fill majority of one page</li> <li>Margins are too narrow or too wide</li> <li>Font style is unreadable</li> <li>Text size is not between 10 and 12</li> <li>Text not aligned correctly</li> </ul>	
<p><b>Grammar, Spelling, &amp; Punctuation</b> Goal: To ensure your CV is polished.</p> <p>Comments:</p> <p>Score:</p>	<ul style="list-style-type: none"> <li>Error-free spelling</li> <li>Error-free punctuation</li> <li>Error-free spacing</li> <li>Grammar is appropriate (e.g. verb tense, pronouns)</li> </ul>	<ul style="list-style-type: none"> <li>Contains 1-2 minor errors (punctuation or spacing)</li> <li>Has a pattern of a single error (e.g. some bullets have periods, some do not)</li> </ul>	<ul style="list-style-type: none"> <li>CV contains 3 or more individual errors</li> <li>Has a pattern of 2 or more of the same type of error</li> </ul>	

CRITERIA	EXCELLENT (3)	AVERAGE (2)	UNACCEPTABLE (1)	COMMENTS
<p><b>Contact Information</b></p> <p>Goal: To ensure a reviewer can easily reach you.</p> <p>Comments:</p> <p>Score:</p>	<ul style="list-style-type: none"> <li>Includes name, address, email, phone</li> <li>Name stands out on the CV</li> <li>Provides professional email</li> </ul>	<ul style="list-style-type: none"> <li>Name does not stand out</li> <li>Email used is too casual</li> </ul>	<ul style="list-style-type: none"> <li>Missing name, email, address, email, or phone number</li> <li>Email used is inappropriate or unprofessional</li> <li>Personal information (e.g. marriage status) is included</li> </ul>	
<p><b>Education Section</b></p> <p>Goal: To convey academic qualifications and training.</p> <p>Comments:</p> <p>Score:</p>	<ul style="list-style-type: none"> <li>Entries are in reverse chronological order</li> <li>Degree is spelled out</li> <li>Major(s) (if declared) and graduation month/year are indicated</li> <li>Course work listed is relevant</li> <li>Each institution includes name, location, &amp; dates</li> <li>Relevance of additional activities, research, &amp; honors are revealed</li> </ul>	<ul style="list-style-type: none"> <li>Degree is abbreviated (BA)</li> </ul>	<ul style="list-style-type: none"> <li>Entries are not in reverse chronological order</li> <li>Degree listed is something other</li> <li>Missing declared major(s)</li> <li>Entry is missing details (name, location, dates)</li> <li>Irrelevant or outdated high school info is listed</li> <li>Relevance of additional activities, research, &amp; honors is not revealed</li> </ul>	

CRITERIA	EXCELLENT (3)	AVERAGE (2)	UNACCEPTABLE (1)	COMMENTS
<p><b>Experience Section(s)</b></p> <p>Goal: To contextualize your skills &amp; qualifications, showing relevance to the position desired.</p> <p>Comments:</p> <p>Score:</p>	<ul style="list-style-type: none"> <li>• Entries are in reverse chronological order</li> <li>• Organization name, position title, location, &amp; dates are included</li> <li>• Bullets begin with strong action verbs and are in correct verb tense</li> <li>• Personal pronouns and extraneous words are omitted</li> <li>• Bullets are concise, direct, &amp; indicate accomplishments</li> <li>• Results are quantified</li> <li>• Bullets are listed in order of importance</li> </ul>	<ul style="list-style-type: none"> <li>• Entries are in reverse chronological order</li> <li>• Entries have a pattern of one type of error (e.g. locations are omitted)</li> <li>• Action verbs are weak</li> <li>• Verb tense is incorrect for 1 entry</li> <li>• Bullets are not concise or direct and do not indicate impact</li> <li>• Bullets are written in complete sentences</li> </ul>	<ul style="list-style-type: none"> <li>• Entries are not in reverse chronological order</li> <li>• 3 or more entries do not include organization name, dates, position title, or location</li> <li>• Bullets are written in complete sentences</li> <li>• Verb tense is incorrect for 2 or more entries</li> <li>• Bullets are wordy, vague</li> <li>• Bullets are not listed in order of importance to the reader</li> <li>• Results are not quantified when appropriate</li> <li>• Irrelevant or outdated information is listed</li> </ul>	
<p><b>Skills &amp; Interests</b></p> <p>Goal: To reveal relevant or interesting information that does not appear elsewhere on the CV.</p> <p>Comments:</p> <p>Score:</p>	<ul style="list-style-type: none"> <li>• Listings are relevant to the reader</li> <li>• Listings are concise</li> <li>• Level of proficiency is indicated for language or computer skills</li> </ul>		<ul style="list-style-type: none"> <li>• Items are wordy</li> <li>• Items are vague or irrelevant</li> <li>• Level of proficiency is not indicated for language or computer skills</li> </ul>	

## Further CV-Writing resources

- Action verbs: <https://www.livecareer.com/quintessential/action-verb-samples>
- Action verbs per skills category: <https://www.livecareer.com/quintessential/action-skills>
- The Quintessential Guide to Surefire Resumes for New Graduates and Other Entry-Level Candidates: <https://www.livecareer.com/quintessential/Quintessential-Careers-Press/Surefire-Resumes>
- Job-Seeker Accomplishments Worksheet: Brainstorming and Documenting Your Career Successes: <https://www.livecareer.com/quintessential/accomplishments-worksheet>

## Contact us

Directorate for Counselling and Career Development, E-mail: [counselling@unisa.ac.za](mailto:counselling@unisa.ac.za) | Website: <http://www.unisa.ac.za/counselling>

Adapted from: <https://www.amherst.edu/media/view/299600/original/ASIP%2BRubric%2Bfor%2BCover%2BLetters%2Band%2BResumes.pdf>