Preliminary Research

* Grace meets job requirement with prior job experience and personal attributes
* Offers personal skill as well as previous job experience relating to needed requirement.

Name and Contact Information

* Includes name and contact information at the top of the page.

Objective

* Includes a professional objective in her resume that relates specifically to job objective.

Education

* Includes current school experience and major.
* Includes GPA.
* Has academic achievement of getting on the Chancellor’s list but should put heading to emphasize that achievement.

Work Experience

* Includes prior work experience with employer name and location and also timed work there.
* She does include experience of communication on her job that relates to the goal of the job she wants. Also includes interpersonal skills that have come from working.

Activities

* She includes a campus involvement section that is clearly bolded to be seen. Grace‘s involvement on campus shows that she is able to communicate with others and gaining connections to other people.

Interests

* Does not include an interest section
* Grace should include one so that businesses can get a better understanding of who she is.

References

* Her resume does not include a reference section.
* She should include references that can speak greatly about her performance.
* Should be people that have given permission to be on the list.

Prose

* She includes a professional objective and major which relate to the job requirement.
* Very structured resume.
* Correct spelling, grammar, and punctuation. She did not include anything that was unnecessary.

Visual Design

* Very neat and structured.
* Should make it noticeable of accomplishments so that will be the first thing employers see.
* Good use of heading and layout.

Ethics

* She listed the things that needed to be listed and noticed by employers.
* Did not have any misleading statements.