

CDI RÉSUMÉ CERTIFICATION SCORE SHEET FOR CMRW

Candidate No.: _____
Reviewed by: _____
Date Reviewed: _____

PASS / FAIL

Type: Document Portfolio
"No" Responses: _____

BIG PICTURE CRITERIA

When evaluating the CMRW portfolio, the following criteria must be applied to the highest standards. All must be in evidence.

Equal Strengths in Multiple Disciplines: The writer exhibits strengths in writing for all diverse disciplines in the portfolio. Yes No

Contextual Narrative: Experience and achievements are placed in context to tell a story, not just provide a result. Yes No

Branding Elements: Documents "humanize" the client by providing elements unique to the individual's personal brand. Yes No

Strategy: Documents show that strategic thought has been taken in positioning information for optimum impact. Yes No

Advanced Visual Appeal: The document stands out due to its elegant or contemporary formatting (Industry specific). Yes No

Other Considerations

Five or more "No" responses will be considered a fail.

Portfolios provided by members outside the USA may use components that are country appropriate. Please check if unsure

All unnecessary information has been excluded (check if portfolio is submitted outside USA if personal details are included) Yes No

Résumés are free of spelling errors (check if portfolio is written for countries outside USA) Yes No

Résumé is free of significant errors in punctuation, grammar and syntax Yes No

Résumé bullets are fully explored and provide context in arriving to a bottom line result Yes No

Résumé is in a visual format that is suited to the client's industry Yes No

There is sufficient white space in the document Yes No

Résumés are at the appropriate length to build a value-added case for interview Yes No

Résumés are powerfully written with correct industry-specific language Yes No

Résumé includes specific quantitative achievements Yes No

Résumé sells clients skills, abilities and potential as the best candidate without use of clichés Yes No

Résumé targets bottom-line company needs and positions expectations Yes No

Provides clear direction of career target Yes No

Résumé is written concisely and energetically Yes No

Résumé is rich with keywords Yes No

Résumé demonstrates leadership skills Yes No

Résumé effectively builds on client's experience and abilities Yes No

Résumé negates or lessens the impact of detrimental factors in client's employment, professional or educational history Yes No

All employment gaps are handled well. Yes No

COMMENTS BY REVIEWER: