

Quality	Engage the recruiter	Establish your expertise	Demonstrate your values	State your goals
Essential	Accurately describe yourself without mistakes and remain under the word limit	Describe your education/background, and at minimum, one or two accomplishments	Identify one or two career or research values you are committed to; i.e. teamwork, collaboration, outreach, communication, etc.	Describe the category of occupation you seek; i.e. national lab, industry, etc.
Fair	Avoid jargon or overly complex vocabulary that may confuse your readers. Aim for clarity and accessibility.	Use headers and formatting that makes it easy for people to look up the candidate's qualifications?	Outline how your values led you to your current work	Describe specific positions and research questions or industry practices you are pursuing
Good	Speak broadly about your attributes before narrowing to specific details	Give specific details about recent work relevant to the jobs you are looking for	Illustrate your values through specific examples and past work	Draw connections between your past work and career goals.
Excellent	Engage with the reader by stating how your qualifications would benefit their future employer	Provide specific details about your tangible skills and achievements, using only relevant examples	Clearly articulate the personal values or qualities you would bring to the job and desire in your coworkers	Outline your career aspirations, a path to pursuing them, and potentially future research areas