



THE UNITED STATES JUNIOR CHAMBER®  
**John H. Armbruster  
 Memorial Award**

Official Judging Sheet for Portfolio/Resume

Contestant's name \_\_\_\_\_

**PORTFOLIO**

Points	Area	Comments	Points Awarded
0 - 1	Pages numbered, portfolio labeled and tabbed correctly, stapled and 3-hole punched (no binders)		
0 - 1	Maximum fifteen (15) pages - no multiple pages		

**RESUME**

**Format**

0 - 1	Maximum two (2) pages		
0 - 3	Format easy to read		
0 - 2	Includes sections on (at least): personal, education, work experience, and Jaycee experience		

**Content**

0 - 1	Personal (minimum name and address)		
0 - 1	Education		
0 - 2	Employment experience		
0 - 15	Jaycee experience (appropriate time frame only)		
0 - 2	Other information (i.e. skills, activities, associations)		

**LETTERS**

**Requirements (3-5 letters)**

0 - 1	President's letter plus up to four other letters		
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**Content**

0 - 9	Jaycee related or shows use of skills acquired in Jaycees		
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**SUBSTANTIATING MATERIAL**

0 - 1	Maximum of ten (10) pages		
0 - 5	Supports or clarifies resume information		
0 - 5	Overall impression		

**Judge's initials:** \_\_\_\_\_ **Verified:** \_\_\_\_\_ **TOTAL POINTS AWARDED:** \_\_\_\_\_