



THE UNITED STATES JUNIOR CHAMBER®
**Andrew and Charlotte Mugenast
 Memorial Award**

Official Judging Form 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		
-------	--	--	--

Content

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

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: _____