



**Building  
Communities.  
Empowering  
Readers.**

## Candidate Resume Review – Program Coordinator

3= Ideal 2 = Minimum 1 = No evidence of experience

**Profile: An organized and motivated individual with a desire to serve and support Chicago Public School students.**

<b>Must-have</b> <i>Ideals and minimums</i>	<b>Score</b> <b>1-3</b>	<b>Comments/Examples/Evidence</b> <i>Please note examples of what you identified for this must-have in their resume and cover letter</i>
<b>Must-have #1: Experience working with students</b> ☒ Ideal: One or more years of working with elementary or middle school age students in a job setting (for example – schools, childcare centers, community organizations). ☒ Minimum expectation of one year of working with students of any age in either a structured volunteer or work setting.		
<b>Must-have #2: Administrative Work (Use of Microsoft Office Suite, Google Suite)</b> ☒ Ideal: Evidence of any work experience with administrative responsibilities in a job setting. ☒ Minimum expectation is any experience with administrative responsibilities either in a volunteer or school capacity.		
<b>Must-have #3: Facilitation</b> ☒ Ideal: Evidence of work experience that would require facilitation or management of large groups of people. ☒ Minimum expectation is any experience facilitating or managing large groups of people in either in a volunteer or school capacity.		
<b>Must-have #4: Organization</b> ☒ Ideal: Evidence of project leadership experience sustained for six months or more. ☒ Minimum expectation is to have project leadership experience in any capacity.		
Other comments:		