Resume Rubric

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| --- | --- | --- | --- |
|  | A | B | C |
| Appearance | Looks professional, balanced and eye catching. Fills one page with consistent formatting and margins; size 11 or 12 font | Looks good, mostly balanced, a bit more white space or not enough. Nearly fills one page, consistent formatting and font. | Average looking, spacing a bit off, may be too long or too short, unbalanced, and lacks consistent formatting and font. |
| Contact Information | Includes name, email and phone; name is pronounced (centered, bold, font, italics) and email used is professional. | Includes name, address, email, phone; pronounced name; okay e-mail; may miss one component | Some information is missing and/or unprofessional e-mail address |
| Work and Volunteer Experience | Chronological list of experience with organization name, dates, position title. Concise bullets with action verb phrases and listed in order of importance | Chronological list that may be missing one piece of information (name, dates, title); Bullets with action verbs | Missing information on more than one listing; complete sentences and either too much or too little information |
| Ideas / Contents / Purpose | Clearly highlights employable skills and talents. All information is relevant and contributes | Includes too much information, somewhat focused on employable skills and talents. | Unclear purpose, too much or too little. |
| Categories | Includes 4 categories that showcase experience and skills.  Objective, education, volunteer work (community service), awards, certificates, activities, experience, skills, interests | Includes a minimum of 3 categories | Includes 2 or less categories |
| Grammar & Mechanics | Careful editing and revising clearly evident with virtually no errors in spelling, grammar, usage, mechanics, etc. | Some errors in spelling, grammar, usage, mechanics, etc. A typo or two. | Many errors that show little to no editing and revision. |
| Student Self-Score  /34  *Add 4 points for self-scoring* | Explain your score: | | |
| Teacher Score  /34 | Teacher Comments: | | |

Some tips:

* Two bullet minimum; put the most relevant and important information first
* Clean lines
* Clear dates
* One page that may or may not (depending on the amount of information) include references
* Everything – experiences, volunteer work, activities, etc, - should all be in reverse chronological order with the most recent listed first