|  |  |  |  |
| --- | --- | --- | --- |
|  | **Excellent (3)** | **Average (2)** | **Needs Improvement (1)** |
| **Objective** | * Strongly worded, specific sentence about goals
 | * Sentence about goals that may be wordy or slightly vague
 | * Sentence does not describe goals. It is too vague or general.
 |
| **Education experience** | * Names the school(s) attended
* Includes GPA
* Lists advanced coursework
 | * Names the school(s) attended
 | * Does not contain educational experience
 |
| **Work/Volunteer /Club or Activity Involvement** | * Listed in reverse chronological order
* Organization, job title, and dates are listed
* Job duties listed are specific and contain strong action verbs
 | * Listed in reverse chronological order
* Organization, job title, and dates are listed
* Job duties are general and are written in complete sentences without strong verbs
 | * Not listed in reverse chronological order
* Organization, job title, and/or dates are missing
* Job duties are vague, written in incomplete sentences, or are non-existent
 |
| **Skills, honors, awards** | * Listings are relevant to objective
* Level of competency/skill is listed if applicable
* Dates are included
* Description of awards is present when needed
 |  | * Listings are irrelevant
* Awards are unclear
 |
| **References** | * Name, job title, organization and contact info are listed appropriately
 |  | * Missing name, job title, organization, and/or contact info
 |
| **Style, Appearance, Tone** | * Font size, style and layout is readable and consistent throughout
* Section headings reflect the content below them
* Utilizes boarders, colors, or other resources to make the resume visually appealing
 | * Contains one or two formatting errors that do not affect the overall look and feel of the resume
* Resume is visually boring but not unappealing
 | * Contains several formatting errors
* Resume is not at all appealing: it appears cluttered, fonts are distracting, etc.
 |
| **Grammar, Spelling, Punctuation** | * Error-free spelling
* Error-free punctuation
* Appropriate grammar (correct verbs, pronouns, etc.)
 | * 1-2 minor punctuation or spelling errors
* Temporary lapses in grammar
 | * More than 2 spelling or punctuation errors
* Consistent lapses in grammar
 |

**Resume Rubric**

**Total: \_\_\_/21 Grade: 21-18=100-90% (A) 17-11=89-80% (B) 10-7=79-70% (C) 6-0=D/F**