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|  | **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**