Resume Rubric

Student's Name _____ **Evaluator Initials/Date** _____

	Does not meet expectations	Minimally meets expectations	Meets expectations
1. Is this resume neat, organized, and pleasing to the eye	1	2	3
2. Is this resume free from typographical errors?	1	2	3
3. Is proper grammar/punctuation used throughout?	1	2	3
4. Contact information includes: name, address(s), phone number(s), and e-mail.	1	2	3
5. Is there appropriate use and effectiveness of the "objective" statement?	1	2	3
6. Experience and Activities: • Are relevant accomplishments & transferable skills listed? (NOT just duties) • Are most important/relevant skills & accomplishments listed first? • Are accomplishments/results given, and quantified when appropriate? • Is each bulleted accomplishment or skill described in an appropriate level of detail? • Does each bulleted accomplishment or skill start with an appropriate past tense action verb? • Does each bulleted accomplishment or skill use high impact language and omits first person pronouns?	1 1 1 1 1 1	2 2 2 2 2 2	3 3 3 3 3 3
7. Does this resume highlight strengths and minimize weaknesses by: • Appropriate order of resume sections? • Are the sections titled appropriately to the content? • Good use of bolding/italics/fonts? • Format/presentation of degree, name of college, college location, major, GPA, specialization/minor, certification(s)?	1 1 1 1	2 2 2 2	3 3 3 3
8. Is this resume free from insignificant, unimportant or irrelevant accomplishments, skills, or interests?	1	2	3
9. Does the reference section include how to get information from reference writers (names, addresses, email, and phone numbers)?	1	2	3
Total from columns:			
Total Score (converted to percentage):	____/51 x 100 = ____%		