Student Teaching Application
Resume Acceptance 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? • Includes but not limited to: good use of font, font size, margins and white space.	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. Is this resume free from insignificant, unimportant or irrelevant accomplishments, skills, or interests?	1	2	3
5. Experience and Activities: • Are relevant accomplishments & transferable skills listed? (NOT just duties)	1	2	3
• Are most important/relevant skills & accomplishments listed first?	1	2	3
• Are accomplishments/results given, and quantified when appropriate?	1	2	3
• Is each bulleted accomplishment or skill described in an appropriate level of detail?	1	2	3
• Does each bulleted accomplishment or skill start with an appropriate past tense action verb?	1	2	3
• Does each bulleted accomplishment or skill use high impact language and omits first person pronouns?	1	2	3
6. Does this resume highlight strengths and minimize weaknesses by: • Appropriate order of resume sections?	1	2	3
• Are the sections titled appropriately to the content?	1	2	3
• Good use of bolding/italics/fonts?	1	2	3
• Format/presentation of GPA, degree, specialization/minor, certification(s)?	1	2	3
7. Is there appropriate use and effectiveness of a student teaching related "objective" statement?	1	2	3
Total from columns:			
Total Score (converted to percentage):	____/45 x 100 = ____%		

Career Planning requires a total score of at least 90% for acceptance.

The Center for School Partnerships and Teacher Certification will conduct a final review to achieve a score of 100%.