

Resume Grading Rubric 50 Points

Student Name: _____

Skill	Outstanding	Good	Needs Improvement	Unsatisfactory	Total
PRESENTATION/FORMAT	<ul style="list-style-type: none"> ▪ Margins are balanced with even tab margins and spacing between lines/ sections. ▪ Uses capitalization and bold to highlight headings consistently. ▪ Appropriate font and point size. ▪ Resume length is appropriate (One Page) ▪ Items appear in chronological order from current to earliest involvement 	<ul style="list-style-type: none"> ▪ Margins are balanced with some uneven tab margins and spacing between lines/ sections. ▪ Uses capitalization and bold to highlight headings consistently. ▪ Appropriate font, but heading information is too small to easily read. ▪ Resume length is appropriate (One Page) ▪ Items appear in chronological order from current to earliest involvement 	<ul style="list-style-type: none"> ▪ Margins are balanced with some uneven tab margins and spacing between lines/ sections. ▪ Uses capitalization and bold to highlight headings inconsistently. ▪ Appropriate font, but too small for easy readability. ▪ Resume extends beyond length guidelines. ▪ Items do not appear in chronological order from current to earliest involvement (1-2 errors) 	<ul style="list-style-type: none"> ▪ Margins are balanced with many uneven tab margins and spacing between lines/ sections. ▪ Does not use capitalization and bold to highlight headings. ▪ Font and point size distract from readability. ▪ Resume extends beyond length guidelines. ▪ Items do appear in chronological order from current to earliest involvement (2+ errors) 	
Ranking Points	10	9	8	7	
HEADER, EDUCATION, SKILLS, ACTIVITIES, & HONORS SECTIONS	<ul style="list-style-type: none"> ▪ Header information is complete/ font size is easy to read. ▪ Degree that will be earned after graduation is listed. ▪ Correct school(s) information is listed. ▪ 6+ skills specific to job area are identified with personal attributes. ▪ Activities and/or honors within school and the community are noted. 	<ul style="list-style-type: none"> ▪ Header information is complete/ font size is small (less than 10 pt). ▪ Degree that will be earned is after graduation is listed. ▪ Correct school(s) information is listed. ▪ 3-5 skills specific to job area are identified with personal attributes. ▪ Activities and/or honors within school and the community are noted. 	<ul style="list-style-type: none"> ▪ 1-2 pieces of header information are missing/ font size is easy to read. ▪ Degree that will be earned is after graduation is listed. ▪ School(s) and information is listed with incorrect information (one error). ▪ 1-2 skills specific to job area are identified with personal attributes. ▪ Activities and/or honors within school and the community are noted. 	<ul style="list-style-type: none"> ▪ 1-2 pieces of header information are missing/ font size is small (less than 10 pt). ▪ No degree is listed. ▪ Information for school(s) is incorrect (2or more errors) or not listed. ▪ No skills specific to job area are identified with personal attributes. ▪ Activities and/or honors within school and the community are noted. 	
Ranking Points	15	13	11	9	
EXPERIENCE SECTION	<ul style="list-style-type: none"> ▪ Employer, city, state, position and dates of employment are listed. ▪ Statements paint clear picture of job duties. ▪ Action statements demonstrate transferable skills. ▪ Action statements define actions and results. ▪ A variety of action verbs is used. 	<ul style="list-style-type: none"> ▪ Employer, city, state, position and dates of employment are listed. ▪ Statements paint clear picture of job duties. ▪ Transferable skills are not clearly demonstrated. ▪ Statements could do a better job of defining results of actions. ▪ A variety of action verbs is used. 	<ul style="list-style-type: none"> ▪ 1-2 pieces of employment information are missing. ▪ Job duties could be more descriptive. ▪ Transferable skills are not clearly demonstrated. ▪ Statements could do a better job of defining results of actions. ▪ The same action verb is used 2-3 times. 	<ul style="list-style-type: none"> ▪ 3+ pieces of employment information are missing. ▪ Job duties are not descriptive. ▪ Transferable skills are not clearly demonstrated. ▪ Statements could do a better job of defining results of actions. ▪ The same action verb is used multiple times. 	
Ranking Points	15	13	11	9	
SPELLING & GRAMMAR	<ul style="list-style-type: none"> ▪ No spelling errors ▪ No grammar errors ▪ Appropriate verb tense ▪ No personal pronouns 	<ul style="list-style-type: none"> ▪ 1-2 spelling errors ▪ 1-2 grammar errors ▪ 1-2 verb tense errors ▪ One personal pronoun is used. 	<ul style="list-style-type: none"> ▪ 3-4 spelling errors ▪ 3-4 grammar errors ▪ 3-4 verb tense errors ▪ Multiple personal pronouns are used. 	<ul style="list-style-type: none"> ▪ 5-6 spelling errors ▪ 5-6 grammar errors ▪ 5-6 verb tense errors ▪ Multiple personal pronouns are used. 	
Ranking Points	10	8	6	4	
				TOTAL SCORE	