

Resume Rubric

Evaluator _____

Student _____

Class _____ Period _____

Instructions: Evaluate each section and circle the points earned

Quality	Meets Quality Standards	Points	Meets Minimal Standards	Points	Does Not Meet Minimal Standards	Points
Format	<i>In addition to Minimal Standards:</i> Sections attractively spaced Sub-headings are bolded Name & headings: appropriate font Minimum ½” margin on all sides Content is aligned appropriately on the page	5	Uses 1 page Sections are spaced Headings are bolded and capitalized Content indented under headings Uses size 10-12 font, but only one font size used	3	Exceeds 1 page Sections poorly spaced Headings not bolded or capitalized Content not indented under headings Use of boxes, graphics, shading	1
Heading	Name, address, phone #, & email	5	Name, address with zip, phone #	3	Incomplete information	1
Resume Sections	Includes: Heading, Objective, Education, Skills/Abilities, Work or Volunteer exp., and reference sheet available upon request.		Includes: Heading, Objective, Education, Skills/Abilities, Work or Volunteer exp.	3	Not all required sections listed	1
Content	<i>In addition to Minimal Standards:</i> Skills/abilities examples use power and action words (show results) Work/Volunteer experience includes detailed responsibilities	5	Appropriate personal information Relevant skills/abilities supported by examples of experience Complete Work/Volunteer exp.	3	Personal information includes age, soc.sec. #, ht., wt., religion Skills/abilities not relevant to job Incomplete Work/Volunteer experience information	1
Grammar Punctuation Capitalization Spelling	No errors	5	Up to 3 errors (note and correct)	3	More than 3 errors	1
Word Choice	Uses descriptive adjectives and Power –Action words	5	Uses phrases but word choice need development	3	Refers to self as “I” or “Me” Uses full sentences	1
Printing	White or off-white quality paper Printed on one side only Type is crisp, clear, and dark Simple font style is chosen	5	White copy paper Printed on one side only Type is clear Simple font style chosen	3	White copy paper Printed on both sides Type is smudged or faint Fancy fonts are used	1
	Add total circled points		Add total circled points		Add total circled points	

Total Points (add all totals)