

Resume Rubric

Course: Critical Workplace Skills/Internship

Student Name: _____ Period: _____

| CATEGORY | Wow! 20 points | Got It! 18 points | Keep Working! 15 points | Score |
|---------------------------|---|--|---|-------|
| Inclusion | Resume includes all of the following: Heading Job Objective Education Experience Skills & Abilities References | Resume includes 5 of the following: Heading Job Objective Education Experience Skills & Abilities References | Resume includes 3 of the following: Heading Job Objective Education Experience Skills & Abilities References | |
| Heading | Name is bold and prominent. All contact information is given. The email address is not linked. | Name is bold and prominent. Some contact information is given. Email address is linked. | Name is not bold and prominent. Contact information is missing. There is no email address. | |
| Education | Resume includes all of the following: Name, address of educational institution and date/anticipated date of graduation from high school. Includes relevant course work. | Resume includes 1-2 of the criteria: Name, address of educational institution and date/anticipated date of graduation from high school. Includes relevant course work. | Resume includes none of the criteria: Name, address of educational institution and date/anticipated date of graduation from high school. Includes relevant course work. | |
| Experience | Experience includes: A variety of job related experiences and volunteer/extracurricular activities participated in. | Experience includes: A variety of job related experiences but no volunteer/extracurricular activities participated in. | Experience includes: Only current job position and experience. | |
| Skills & Abilities | Skills & Abilities include: Self Management skills Job content skills Transferrable skills | Skills & Abilities include 2 of the 3 types of skills: Self Management skills Job content skills Transferrable skills | Skills & Abilities include 1 of the 3 types of skills: Self Management skills Job content skills Transferrable skills | |
| References | Includes three references with: Name, address, phone number | Includes a partial list of references | Resume contains only some references & no contact information | |
| Writing Mechanics | Resume has no spelling, grammatical, or punctuation errors | Resume has 1-2 spelling, grammatical, or punctuation errors. | Resume has 3-4 spelling, grammatical, or punctuation errors. | |
| Formatting | All dates align vertically, Font size is 10-12pt., Font style is Times New Roman or Arial, effective use of bold & italics, organized extremely well | Some dates align, font size is not 10-12 pt, Font style is not appropriate, some use of bold & italics, organized okay | No dates align, font size and style are not appropriate, no use of bold & Italics, and not organized well | |
| Total Score: 160 possible | | | | |