Resume Rubric

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|  | **Competitive**  **5** | **Non-Competitive**  **3** | **Needs Improvement**  **0** |
| **Overall First Impression** | Polished Presentation | Visually Acceptable | Visually Unacceptable |
| **Name and Contact Information**   * Name * Address * Phone Number * Email Address | All Four Elements Present | Three Elements Present  One Element Missing | Two or More Elements Missing |
| **Objective**   * Not written in a complete sentence * Job sought present * “Allowing me to use skills in \_\_\_” present | Three Elements Present | Two Elements Present  One Element Missing | One Element Present  Two Elements Missing |
| **Experience**   * Listed in reverse chronological order * *Job Title (Italics)* | Six Elements Present | Three Elements Present,  Three Elements Missing | One Element Present,  Five Elements Missing |
| **Education**   * Pope County High School * Golconda, IL * Pending May 2013 | Three Elements Present | Two Elements Present,  One Element Missing | Neither Element Present |
| **Affiliations and Honors; Skills** |  |  |  |
| **References**   * Two References Listed * Name * *Job Title (Italics)* * Address, Phone Number, Email Address Not In Order -1 | Two References Listed In Proper Context | X | References Not Listed In Proper Context |
| **Presentation and Style**   * Clear Distinction Between Contact Information and Body * Headings in ALL CAPS * Consistent Spacing | Four Elements Present | Two Elements Present,  Two Elements Missing | One Element Present,  Three Elements Missing |
| **Format**   * Times New Roman Font * Name: 16-18. Contact Information: 12-14, Body: 10-12 * Headings listed in ALL CAPS * Headings, Employer Information, and Details staggered and lined up | Four Elements Present | Two Elements Present,  Two Elements Missing | One Element Present,  Three Elements Missing |
| **Grammar and Mechanics**  Errors Present:  Grammar:  Punctuation: | Resume is free of grammatical and punctuation errors. | Resume contains three to four total grammar and punctuation errors. | Resume contains more than four total grammar and punctuation errors. |