Resume Rubric

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 PresentOne 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 PresentOne Element Missing | One Element PresentTwo 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 AddressNot 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. |