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| **RESUME RUBRIC** | | | | | |
|  | **Professional (5)** | **Proficient (4)** | **Developing (3)** | **Improving (2)** | **Incomplete (1)** |
| **Education** | Degree and major are listed with graduation month and year, name and location of school. If GPA is listed it is over a 3.0. Honors and Scholarships are included here or in their own section if more appropriate. Important information is highlighted. | Degree is listed with necessary information but section could be expanded. Most important information does not stand out. | Additional information may need to be included to increase length of resume or too much information may be included. | Section lacks information and format. | Section is not included, or crucial information is missing. |
| **Experience** | Appropriate experience listed with organization name, title, location, and dates. Sentence fragments are concise, direct, and accomplishment oriented; strong verbs and appropriate verb tense is used. Results are quantified. Listed in correct reverse chronological order. | Appropriate experience listed.  Sentence fragments are used but descriptions may not be result oriented or verbs may be weak. | Too much or too little experience is included.  Verbs may be weak and verb tense may be incorrect.   Important information may be missing. | Descriptions are not detailed and offer no illustration of what was done. | No type of experience (work, volunteer, leadership or other) is listed. |
| **Additional Sections: e.g., Special Skills, Activities, etc.** | Included additional section with relevant, well organized, and easy to understand information.  If appropriate, leadership roles and related activities are indicated. | Included additional section with relevant information, and minimal flaws; skills or activities may not be properly defined. | Additional section is missing key information. | Included additional section, but information is weak or irrelevant. | Additional sections are missing. |
| **Category Selection** | Choice of subject headers is excellent.  Most important items are listed on the top half.  Categories selected include enough information within each to substantiate the need for the heading. | Category selection is well defined and order of information on page is good. | Categories may need to be structured differently to be more effective. | Lacking appropriate categories or category selection is unclear. | Resume does not include subject headers. |
| **Overall Appearance/Style** | Fills page, not crowded. Consistent in font style and layout. Information is clear. Centered on page and good choice of font and type size. Structure has clear purpose. | Consistent in style but has some uneven white space or does not fill up a page. Important information may not stand out clearly to reader. | Unnecessarily runs onto second page. Appearance may lack appropriate use of bold/italics, font, point size, bullet points, or margins. | Format is not appealing. Information is not laid out in a clear format. | Does not draw attention and has lack of structure. |
| **Typos/Spelling Errors** | No or extremely minor errors (capitalization, punctuation, spelling, grammar). | Few errors but shows consistent pattern. Information may be abbreviated when it should be spelled out. | Shows a persistent pattern of error or contains several varied mechanical errors. | Mechanical errors are so widespread that they are distracting. | Difficult to read because of mechanical errors. |