Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESUME RUBRIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 20 points | 15 points | 10 points | 5 points | Points Given |
| Format | Sections are spaced attractively. Sub-headings are bold. Name is larger than all other parts of the resume. Content is aligned appropriately on the page. Computer generated. One page in length. | Information is organized into a format that is clear and concise. Computer generated. One page in length. | Computer generated. Somewhat balanced margins. No variation in fonts and/or point sizes. May be more than one page in length. | Unbalanced. Format detracts from information presented. Fonts distract the readability of the resume. May be more than one page in length. |  |
| Content | Heading, objective, skills, experience, and education covered in detail. Amount of information given enhanced the resume. | Heading, objective, skills, experience, and education covered in some detail. Amount of information given enhanced the resume. | Heading, objective, skills, experience, and education covered with little detail. Minimal information was given to enhance the resume. | Missing one of the following: heading, objective, experience, or education. No extra information was given to enhance the resume. |  |
| Use of  White  Space | Writer has excellent use of white space. Visually the resume is easy on the eyes and flows. | Writer has good use of white space. Visually the resume flows but perhaps 1-2 areas look “heavy” or too light. | Writer has fair use of white space. Visually the resume flows but perhaps 3-4 areas look “heavy” or too light. | Writer does not use white space effectively. Visually the resume does not flow and appears difficult to read or is incomplete. |  |
| Spelling  &  Grammar | No spelling or grammar errors. | 1-2 spelling and/or grammar errors. | 3-4 spelling and/or grammar errors. | 5 or more spelling and/or grammar errors |  |
| Overall Quality | Resume submitted is ready to be distributed to potential employers. | With less than 5 corrections, resume will be ready to be distributed to potential employers. | With 6-15 corrections, resume will be ready to be distributed to potential employers. | With more than 16 corrections, resume will be ready to be distributed to potential employers. |  |
| Notes: |  |  |  | **FINAL SCORE** |  |