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**  |   |