Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_\_\_

Resume Rubric

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Advanced | Proficient | Basic | Below Basic |
|  | 8 | 7 | 6 | 5 |
| Format | * Balanced margins w/ eye appeal. * Format highlights strengths and info. * Appropriate fonts and sizes. | * Balanced margins. * Format identifies strengths and info. * Appropriate fonts and sizes | * Somewhat balanced margins. * Format identifies strengths and info. * No variation in fonts and sizes | * Unbalanced margins. * Format detracts from strengths and info. * Fonts distract readability. |
| Content | * Objective clearly stated. * Information demonstrates ability to perform the job well. * Experience and skills covered in detail. | * Objective stated. * Information demonstrates ability to perform the job. * Experience and skills covered. | * Objective not clear. * Information demonstrates ability to perform the job. * Experience and skills somewhat covered. | * Objective missing. * Information does not demonstrate ability to perform the job. * Experience and skills are not covered. |
| Spelling & Grammar | * No spelling errors. * No grammar errors | * 1-2 spelling errors. * 1-2 grammar errors. | * 3-4 spelling errors. * 3-4 grammar errors. | * More than 4 spelling errors. * More than 4 grammar errors. |

Resume score: \_\_\_\_\_\_\_\_\_

Bonus: Business Card score \_\_\_\_\_\_\_\_\_\_\_(possible 3 bonus points)

Total Score: \_\_\_\_\_\_\_\_\_\_/24