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