

# Resume Grading Rubric

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

Skill	Outstanding	Good	Average	Unsatisfactory	Total
<b>Function</b> (title & Objective)	<ul style="list-style-type: none"> <li>Audience and purpose of the resume are clear and strong</li> </ul>	<ul style="list-style-type: none"> <li>Audience and purpose are present but could be stronger</li> </ul>	<ul style="list-style-type: none"> <li>Audience and purpose are less clear and weak parts remain</li> </ul>	<ul style="list-style-type: none"> <li>Audience and purpose are not clear</li> </ul>	
Points	5	4	3	2	
<b>Content</b> (locations, titles, dates, descriptions)	<ul style="list-style-type: none"> <li>Content of the resume is clear. Each major section includes required information (objective statement, names, dates, locations, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Content of the resume is clear. Each major section includes most of the required information (objective statement, names, dates, locations, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Content is confusing. Some major sections are missing information (objective statement, names, dates, locations, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Content is hard to see. Major sections are missing information (objective statement, names, dates, locations, etc.)</li> </ul>	
<b>Formatting</b> (bolds, fonts, indents, capitols, white space)	<ul style="list-style-type: none"> <li>Format of the resume is clear. Each major section includes directed &amp; consistent use of <b>Bold</b>, <b>CAPITOLS</b>, indents, white space and word spacing to scan in 10 seconds.</li> </ul>	<ul style="list-style-type: none"> <li>Format of the resume is clear. Each major section includes most of the directed &amp; consistent use of <b>Bold</b>, <b>CAPITOLS</b>, indents white space and word spacing to scan in 10 seconds.</li> </ul>	<ul style="list-style-type: none"> <li>Format of the resume is uneven. Each major section includes some use of <b>Bold</b>, <b>CAPITOLS</b>, indents white space and word spacing to scan in 10 seconds.</li> </ul>	<ul style="list-style-type: none"> <li>Format of the resume is unclear. Sections are hard to read with lack of <b>Bold</b>, <b>CAPITOLS</b>, indents white space and word spacing to scan in 10 seconds.</li> </ul>	
<b>Effectiveness</b> (creating image)	<ul style="list-style-type: none"> <li>Resume creates an image in the mind of the reader. Fragment sentences start with actions verbs and numbers highlight skills.</li> </ul>	<ul style="list-style-type: none"> <li>Resume creates an image in the mind of the reader. Some Fragment sentences start with actions verbs and some numbers are used to highlight skills.</li> </ul>	<ul style="list-style-type: none"> <li>Resume creates an unclear image in the mind of the reader. Few Fragment sentences start with actions verbs and few numbers are used to highlight skills.</li> </ul>	<ul style="list-style-type: none"> <li>Resume does not create an image in the mind of the reader. Minimal fragment sentences start with actions verbs and minimal numbers are used to highlight skills.</li> </ul>	
<b>Grammar &amp; Mechanics</b> (spelling etc.)	<ul style="list-style-type: none"> <li>Writer follows all guidelines for spelling, grammar and mechanics</li> </ul>	<ul style="list-style-type: none"> <li>Writer follows most guidelines but some sentences are unclear, uneven, or contain errors.</li> </ul>	<ul style="list-style-type: none"> <li>Writer follows some guideline, but sentences contain multiple errors and are difficult to understand.</li> </ul>	<ul style="list-style-type: none"> <li>Writer has difficulty following guidelines; most sentences contain numerous errors and cannot be understood.</li> </ul>	
Ranking Points	5	4	3	2	
<b>TOTAL SCORE:</b>					

Comments: