RESUME RUBRIC

DIRECTIONS: Create a one-page resume that includes the following sections/content:

- Name and contact information – mailing address, phone number, email address
- Objective (optional)
- Education
- Work Experience
- Activities
- Awards & Recognitions
- Skills (these are specific technical skills like Microsoft Office certified, NOT "good communicator")

Your resume should be 10 or 12 point with a legible, basic font. Use bullets and action verbs to clearly explain the details for every job or activity. Review the examples on the website folder.

If you have an actual job in mind - Tailor the resume to the specific job for which you are applying. Know 1) the title/tasks of the job you are applying for, 2) the company to which you are applying to; and 3) how you can meet the employer's need.

GRADING CRITERIA	PROFESSIONAL	AMATEUR	UNPROFESSIONAL
Proper writing: Correct grammar, punctuation, capitalization, spelling and writing mechanics.	20	15	5
Visual formatting: Resume is designed by a template or table (such as those found on MS Word) with standard even margins and line spacing. Document is neat/visually organized, and bullets are used where necessary.	20	15	5
Reverse Chronological order: Any applicable items or experience is listed with most recent (newest) experiences listed first.	20	15	5
Content: Heading includes contact information and does not include the word 'resume'. Sections w/information are included- Education, Work Experience, Activities, Awards, Skills.	20	15	5
Work Experience: Include *action words and/or phrases* to describe you/your experience (developed, organized, created, conducted, assisted, etc.) IN DETAIL.	20	15	5
Total Points Earned:	_____/100	Comments:	