Rubric for Résumé Writing

Task Description: Creating your first resume for your dream job, please follow the directions from Assignment 2.

Criteria	weight	Exceptional	Admirable	Acceptable	Attempted
Personal Information	20%	☐ Bolded and easily read ☐ Legal name ☐ Complete address ☐ Complete phone number	☐ Easily read ☐ Name ☐ Address ☐ Phone number	☐ Clear ☐ Incomplete name ☐ Incomplete address ☐ Incomplete phone number	☐ Unclear ☐ Missing name ☐ Missing address ☐ Missing phone number
Headings	50%	☐ Each heading serves a purpose for type of résumé ☐ Pertinent information fits job objective or personal statement ☐ Information listed in reverse chronological order ☐ Well written descriptions ☐ Criteria submitted meets stated objective	☐ Most headings serve a purpose for type of résumé ☐ Includes pertinent information under each heading ☐ Information in some order ☐ Descriptions fairly well written ☐ Most criteria meets stated objective	☐ Unnecessary headings included or lacking necessary headings ☐ Gaps in pertinent information ☐ Information in random order ☐ Basic descriptions ☐ Some criteria meets stated objective	☐ Incomplete headings ☐ Lacking pertinent information ☐ Information lacks dates ☐ Incomplete descriptions ☐ Criteria not relevant to stated objective
Appearance	30%	☐ Typed; format correct ☐ Thorough and on one page ☐ Professional font ☐ Correct grammar, usage, mechanics, spelling ☐ Well organized	☐ Typed; format acceptable ☐ One page ☐ Easily read font ☐ Few grammar, usage, mechanics, spelling errors ☐ Adequately organized	☐ Typed; poor format ☐ Crowded one page ☐ Difficult to read font ☐ Several grammar, usage, mechanics, spelling errors ☐ Poorly organized	☐ Handwritten ☐ More than one page ☐ Difficult to read ☐ Obvious grammar, usage, mechanics, or spelling errors ☐ Lack of organization

Assignment Score _____   **+**   Beyonder/Bonus _____   **=**   Final Score _____