**Resume Rubric**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| CATEGORY | **20** | **15** | **10** | **5** |
| **Contact Information** | Included Name, Address, Telephone Number, E-mail Address in a Proper Format | Included Name, Address, Telephone Number, E-mail Address in | Incomplete Contact Information, missing one or two essential parts | Incomplete Contact Information, missing more than two essential parts |
| **Education** | Listed in reverse chronological order, included related coursework and related experience | Listed in reverse chronological order, included related coursework, did not list related experience | Listed in chronological order, did not list related coursework and related experience | Incomplete record of education |
| **Extra-curricular Activities** | Extra-curricular activities listed and defined | Extra-curricular activities just listed | Incomplete list of extra-curricular activities and community involvement | No extra-curricular activities or community involvement listed |
| **Work or Community Service Experience** | Listed all experiences in reverse chronological order, highlighting workplace skills with responsibilities | Listed all experiences in reverse chronological order, no responsibilities or skills included | Listed experiences in random order with incomplete list of workplace skills and responsibilities | Incomplete experiences, missing responsibilities and skills |
| **References** | Three appropriate references, titles, relationship, contact information | Three references with contact information and no titles or relationships | Less than three references with contact information and no titles or relationships | Less than three references with incomplete information |

 **Total Score: Maximum 100 Points \_\_\_\_\_\_\_\_\_\_\_\_\_**