**Resume Rubric**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Category | 5 | 4 | 3 | 2 | Weight | Score |
| Format/Layout | The resume consistently | Formatting | Formatting is | Formatting | 3 |  |
|  | follows formatting guideline | guidelines for | repeatedly | guidelines for |  |  |
|  | for length, layout and spacing. | length, layout, and | inconsistent in | length, layout and |  |  |
|  | Resume is attractive and easy | spacing are almost | length, layout, and | spacing are not |  |  |
|  | to read | always followed. 1-2 | spacing. Readability | followed, making |  |  |
|  |  | problems in | and attractiveness is | the resume |  |  |
|  |  | formatting were | reduced. | unattractive or hard |  |  |
|  |  | made, but |  | to read. |  |  |
|  |  | readability was not |  |  |  |  |
|  |  | effected |  |  |  |  |
| Style | The fonts are consistent and | The fonts are | Fonts are not used | No consistency in | 3 |  |
|  | easy to read. Font size varies | consistent and easy | consistently, varying | fonts. A wide variety |  |  |
|  | appropriately for headings | to read. Font size | in style and size and | of fonts, styles and |  |  |
|  | and text. Use of font styles | varies appropriately | making the text | point sizes were |  |  |
|  | (italic, bold, underline) is used | for headings and | difficult to read. | used. |  |  |
|  | consistently and improves | text. |  |  |  |  |
|  | readability. |  |  |  |  |  |
| Content | The resume is factual and | Mostly factual; | Partly factual; | Presentation of | 6 |  |
|  | includes all necessary items | almost all necessary | several necessary | content contains |  |  |
|  | and follows guidelines | items are included | content items are | many errors or |  |  |
|  | consistently (e.g. objective, | and guidelines are | missing or there are | omissions, e.g. in |  |  |
|  | action verbs, dates, places). | followed for the | several errors in | the use of |  |  |
|  | Relevant education and | most part. 1-2 | presentation (e.g. | chronological order, |  |  |
|  | experience substantiate | errors in | objective, dates, | action verbs, |  |  |
|  | position sought and are | presentation of the | places, actions verbs | objective, dates, |  |  |
|  | presented in reverse | content (e.g. | or use of reverse | places, etc. |  |  |
|  | chronological order | objective, | chronological order). |  |  |  |
|  |  | dates/places, action |  |  |  |  |
|  |  | verbs, use of reverse |  |  |  |  |
|  |  | chronological |  |  |  |  |
|  |  | order). |  |  |  |  |
| Grammar/ | The resume uses accurate | There are 1-3 errors | There are 4-5 errors | There are more than | 5 |  |
| Vocabulary | English grammar and | in the use of English | in English grammar | 5 errors in English |  |  |
|  | vocabulary (word forms, word | grammar and | and vocabulary | grammar and |  |  |
|  | choice). Action verbs are | vocabulary (word | (word forms, word | vocabulary (word |  |  |
|  | consistently used in past | forms, word choice). | choice). Action verbs | forms, word choice). |  |  |
|  | tense. | Action verbs are | are often not used in | Action verbs are |  |  |
|  |  | almost always used | past tense. | usually not used in |  |  |
|  |  | in past tense |  | past tense. |  |  |
| Mechanics | There are no errors in spelling, | There are 1-3 errors | There are 4-5 errors | There are more than | 3 |  |
|  | punctuation, or capitalization | in spelling, | in spelling, | 5 errors in spelling, |  |  |
|  | in the resume. | punctuation, or | punctuation, or | punctuation, |  |  |
|  |  | capitalization in the | capitalization in the | capitalization in the |  |  |
|  |  | resume | resume | resume. |  |  |
| **Total Score** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Comments** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |