

Name: _____

Date: _____

Rubric for Résumé Writing

Criteria	weight	4 - Exceptional	3 - Admirable	2 - Acceptable	1 - Attempted
Personal Information	15%	<input type="checkbox"/> Bolded and easily read <input type="checkbox"/> Legal name <input type="checkbox"/> Complete address <input type="checkbox"/> Complete phone number	<input type="checkbox"/> Easily read <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone number	<input type="checkbox"/> Clear <input type="checkbox"/> Incomplete name <input type="checkbox"/> Incomplete address <input type="checkbox"/> Incomplete phone number	<input type="checkbox"/> Unclear <input type="checkbox"/> Missing name <input type="checkbox"/> Missing address <input type="checkbox"/> Missing phone number
Headings	40%	<input type="checkbox"/> Each heading serves a purpose for type of résumé <input type="checkbox"/> Pertinent information fits job objective or personal statement <input type="checkbox"/> Information listed in reverse chronological order <input type="checkbox"/> Well written descriptions <input type="checkbox"/> Criteria submitted meets stated objective	<input type="checkbox"/> Most headings serve a purpose for type of résumé <input type="checkbox"/> Includes pertinent information under each heading <input type="checkbox"/> Information in some order <input type="checkbox"/> Descriptions fairly well written <input type="checkbox"/> Most criteria meets stated objective	<input type="checkbox"/> Unnecessary headings included or lacking necessary headings <input type="checkbox"/> Gaps in pertinent information <input type="checkbox"/> Information in random order <input type="checkbox"/> Basic descriptions <input type="checkbox"/> Some criteria meets stated objective	<input type="checkbox"/> Incomplete headings <input type="checkbox"/> Lacking pertinent information <input type="checkbox"/> Information lacks dates <input type="checkbox"/> Incomplete descriptions <input type="checkbox"/> Criteria not relevant to stated objective
References	15%	<input type="checkbox"/> Submits separate reference sheet and notes on résumé that references are available	<input type="checkbox"/> Notes that references are available	<input type="checkbox"/> Lists references on résumé	<input type="checkbox"/> No note or list of references
Appearance	30%	<input type="checkbox"/> Typed; format correct <input type="checkbox"/> Thorough and on one page <input type="checkbox"/> Professional font <input type="checkbox"/> Correct grammar, usage, mechanics, spelling <input type="checkbox"/> Well organized	<input type="checkbox"/> Typed; format acceptable <input type="checkbox"/> One page <input type="checkbox"/> Easily read font <input type="checkbox"/> Few grammar, usage, mechanics, spelling errors <input type="checkbox"/> Adequately organized	<input type="checkbox"/> Typed; poor format <input type="checkbox"/> Crowded one page <input type="checkbox"/> Difficult to read font <input type="checkbox"/> Several grammar, usage, mechanics, spelling errors <input type="checkbox"/> Poorly organized	<input type="checkbox"/> Handwritten <input type="checkbox"/> More than one page <input type="checkbox"/> Difficult to read <input type="checkbox"/> Obvious grammar, usage, mechanics, or spelling errors <input type="checkbox"/> Lack of organization

Assignment Score _____