Rubric for Resume Writing

**Task Description:** *(Teacher may explain specific assignment in this space.)*

*Write text here.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | Exemplary  4 | Effective  3 | Minimal  2 | Unsatisfactory  1 | Score |
| **Personal Information** | * 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** | * 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 |  |
| **References** | * Submits separate reference sheet and notes on résumé that references are available | * Notes that references are available | * Lists references on résumé | * No note or list of references |  |
| **Appearance** | * 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 |  |

**Notes:** *Write text here*

**SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/16**

**Grading Legend**

*(A guide for teachers to breakdown grade distribution based on score)*

|  |  |
| --- | --- |
| Points Earned | Grade Breakdown |
| 12-16 | **A** |
| 8-11 | **B** |
| 6-10 | **C** |
| 1-5 | **D** |