Rubric for Resume Writing

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

*Write text here.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | Exemplary4 | Effective3 | Minimal2 | Unsatisfactory1 | 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** |