

Resume Rubric

CRITERIA	EXCELLENT	GOOD	SATISFACTORY	MINIMUM	SCORE & COMMENTS
PRESENTATION/ FORMAT	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Balanced margins with eye appeal ▪ Format highlights strengths and information ▪ Appropriate fonts and point size used with variety 	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Balanced margins ▪ Format identifies strengths and information ▪ Appropriate fonts and point size used 	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Somewhat balanced margins ▪ Format identifies strengths and information ▪ No variation in fonts and/or point size 	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Unbalanced margins ▪ Format detracts from strengths and information ▪ Fonts distract from readability 	
Ranking Points	10	8	7	6	
JOB-SPECIFIC INFORMATION	<ul style="list-style-type: none"> ▪ All action phrases used to describe duties and skills ▪ Information demonstrates ability to perform the job ▪ Professional terminology used when describing skills 	<ul style="list-style-type: none"> ▪ 1-2 duties/skills lack action phrases ▪ Information demonstrates ability to perform the job ▪ Some professional terminology used when describing skills 	<ul style="list-style-type: none"> ▪ 3-4 duties/skills lack action phrases ▪ Some information demonstrates ability to perform the job 	<ul style="list-style-type: none"> ▪ 5-6 duties/skills lack action phrases ▪ Information does not clearly demonstrate ability to perform the job 	
Ranking Points	15	12	11	10	
RESUME CONTENT	<ul style="list-style-type: none"> ▪ Heading, objective, skills, experience, and education covered in detail ▪ ROP community classroom site or ROP classroom training listed ▪ Extra information given to enhance resume 	<ul style="list-style-type: none"> ▪ Heading, objective, skills, experience, and education covered in some detail ▪ ROP community classroom or ROP classroom training listed ▪ Extra information given to enhance resume 	<ul style="list-style-type: none"> ▪ Heading, objective, skills, experience, and education covered with little detail ▪ ROP community classroom site or ROP classroom training listed ▪ Minimal extra information given to enhance resume 	<ul style="list-style-type: none"> ▪ Missing one of the following: heading, objective, experience, or education ▪ ROP community classroom or ROP classroom training is not listed ▪ No extra information given to enhance resume 	
Ranking Points	15	12	11	10	
SPELLING & GRAMMAR	<ul style="list-style-type: none"> ▪ No spelling errors ▪ No grammar errors 	<ul style="list-style-type: none"> ▪ 1-2 spelling errors ▪ 1-2 grammar errors 	<ul style="list-style-type: none"> ▪ 3-4 spelling errors ▪ 3-4 grammar errors 	<ul style="list-style-type: none"> ▪ 5-6 spelling errors ▪ 5-6 grammar errors 	
Ranking Points	10	8	6	4	

Teacher Note: Ranking Points may vary according to your grading system

TOTAL SCORE:

Comments: _____
