

Resume Grading Rubric

Student Name: _____

Skill	Outstanding	Good	Average	Unsatisfactory	Total
Ranking Points	5	4	3	2	
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 -No formatting issues 	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Balanced margins ▪ Format identifies strengths and information ▪ Appropriate fonts and point size used -A few formatting issues 	<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 -Many formatting issues 	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Unbalanced margins ▪ Format detracts from strengths and information ▪ Fonts distract from readability 	
	15	12	11	10-5	
SKILL JOB-SPECIFIC / VOLUNTEER 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	10-5	
RESUME CONTENT	<ul style="list-style-type: none"> ▪ Each major section includes required information (objective statement, skills, education, names, dates, locations, awards, work experience etc.) covered in detail A lot of Extra information given to enhance resume 	<ul style="list-style-type: none"> ▪ Each major section includes required information (objective statement, skills, education, names, dates, locations, awards, work experience etc.) covered in some detail Some Extra information given to enhance resume 	<ul style="list-style-type: none"> ▪ Each major section includes required information (objective statement, skills, education, names, dates, locations, awards, work experience etc.) covered with little detail Minimal extra information given to enhance resume 	<ul style="list-style-type: none"> ▪ Missing one of one of major section includes required information (objective statement, skills, education, names, dates, locations, awards, work experience etc.) No extra information given to enhance resume 	
Ranking Points	5	4	3	2-1	
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 	
					TOTAL SCORE:

Comments: