

Resume Rubric

Criteria	Exceptional (10 points)	Acceptable (7 points)	Attempted (5 points)
Personal Information	Complete personal information, including contact information	Missing some personal information, maybe missing some contact information.	Missing significant amount of personal information or contact information.
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	Unnecessary headings included or lacking necessary headings, gaps in pertinent information, information in random order, basic descriptions	Incomplete headings, lacking pertinent information, information lacks dates, incomplete descriptions
References	Submits separate reference sheet and notes on résumé that references are available	Lists references on résumé	No note or list of references
Appearance	Neat and professional looking resume. Includes typed and printed.	Pretty neat, could use some finishing touches in neatness and professionalism. Overall looks ok.	Needs to be typed or look professional.

Final Score _____

Resume Rubric

Criteria	Exceptional (10 points)	Acceptable (7 points)	Attempted (5 points)
Personal Information	Complete personal information, including contact information	Missing some personal information, maybe missing some contact information.	Missing significant amount of personal information or contact information.
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	Unnecessary headings included or lacking necessary headings, gaps in pertinent information, information in random order, basic descriptions	Incomplete headings, lacking pertinent information, information lacks dates, incomplete descriptions
References	Submits separate reference sheet and notes on résumé that references are available	Lists references on résumé	No note or list of references
Appearance	Neat and professional looking resume. Includes typed and printed.	Pretty neat, could use some finishing touches in neatness and professionalism. Overall looks ok.	Needs to be typed or look professional.

Final Score _____