

Resume/CV Assignment Rubric

RESUME	Exemplary (4)	Proficient (3)	Developing Proficiency (2)	Not Proficient (1)
Presentation/ Format	<ul style="list-style-type: none"> · Margins are balanced with even tab margins and spacing between lines/sections · Uses capitalization and bold to highlight headings consistently · Uses appropriate font and point size that is easy to read and correctly distinguishes between sections · Strongest experiences and strengths are listed appropriately · Resume length is appropriate · Header information is appropriately aligned and complete · Design is industry appropriate and tailored to position 	<ul style="list-style-type: none"> · Margins are balanced with some uneven tab margins and spacing between lines/sections · Uses capitalization and bold to highlight headings consistently · Uses appropriate font and point size that is easy to read and correctly distinguishes between sections · Strongest experiences and strengths are listed appropriately · Resume length is appropriate · Header information is appropriately aligned and complete but without dates · Design is industry appropriate and tailored to position 	<ul style="list-style-type: none"> · Margins are balanced with some uneven tab margins and spacing between lines/sections · Uses capitalization and bold to highlight headings inconsistently · Uses appropriate font, but is too small for easy readability and distinguishing sections · Strongest experiences and strengths could be better positioned · Resume extends beyond or falls short of length guidelines for experience · 1-2 pieces of header information are missing · Design is either not industry appropriate or not tailored to position 	<ul style="list-style-type: none"> · Margins are balanced with many uneven tab margins and spacing between lines/sections · Does not use capitalization and bold to highlight headings · Font and point size distract from readability · Difficult to discern strongest experiences and strengths · Resume is not of appropriate length for experience (too short or too long) · 1-2 pieces of header information are missing · Design is not industry appropriate and is not tailored to position
Content:	· Education	· Education	· Degree and/or	· Degree and/or

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Education, Skills, Activities, Honors	<p>achieved and appropriate educational background are listed</p> <ul style="list-style-type: none"> · Activities/Awards/Extra-curricular activities and certificates are listed with dates in chronological order · Listed skills are relevant to position sought 	<p>achieved is listed, but misses some other educational background information</p> <ul style="list-style-type: none"> · Activities/Awards/Extra-curricular activities and certificates are listed but not in chronological order · Some listed skills are relevant to position sought 	<p>major are identified incorrectly</p> <ul style="list-style-type: none"> · Activities and/or honors within school and the community are noted but without dates · Listed skills are not relevant to position sought 	<p>major are identified incorrectly or missing</p> <ul style="list-style-type: none"> · Activities and/or honors within school and the community are noted · No skills are listed specific to position sought
Content: Experience	<ul style="list-style-type: none"> · Employer, city, state, position, and dates of employment are listed from most recent to earliest · Statements paint clear picture of job duties · Includes relevant responsibilities or duties associated with listed job(s) <p>Clearly lists relevant achievements made during previous job (s)</p>	<ul style="list-style-type: none"> · Employer, city, state, position and dates of employment are listed · Statements paint clear picture of job duties · Includes relevant and non-relevant responsibilities or duties associated with listed job(s) <p>Some listed achievements made during previous job(s) unclear</p>	<ul style="list-style-type: none"> · Employer, city, state, position and dates of employment are unclear · Job duties could be more descriptive · Includes non-relevant responsibilities or duties associated with listed job(s) <p>Listed achievements made during previous job(s) are consistently unclear</p>	<ul style="list-style-type: none"> · Employer, city, state, position and dates of employment are unclear · Job duties are not descriptive · Does not include any description of responsibilities or duties associated with listed job(s) <p>Listed achievements during previous job(s) are not made</p>
Spelling/ Grammar	<ul style="list-style-type: none"> · No spelling errors · No grammar 	<ul style="list-style-type: none"> · 1-2 spelling errors · 1-2 grammar 	<ul style="list-style-type: none"> · 3-4 spelling errors · 3-4 grammar 	<ul style="list-style-type: none"> · 5-6 spelling errors · 5-6 grammar

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	errors · Appropriate verb tense	errors · 1-2 verb tense errors	errors	errors
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