Rubric for Résumé Writing

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| Task Description: (Teacher may explain specific assignment in this space.) | | | | | |
| Criteria | weight | Exceptional | Admirable | Acceptable | Attempted |
| **Personal Information** | 15% | * 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** | 40% | * 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** | 15% | * 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** | 30% | * 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 |

Assignment Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **+** Beyonder/Bonus \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **=** Final Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_