

Name \_\_\_\_\_

English Teacher \_\_\_\_\_

## RESUME RUBRIC

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Content</b>	Content is rich, well-organized and impressive to the audience	Content is full, but lacking clarity or organization	Content appears to be lacking completeness, clarity or organization	Content needs additions, clarifications, or organization	Content is weak in several aspects; needs too much before student can continue
<b>Language &amp; Style</b>	Strong, clear action words used consistently. Concise wording in phrases. Clarity of expression is consistent.	Majority of phrases begin with action words. Phrases need attention to concision and clarity.	Some use of action words. Phrases often wordy, needing revision to make them more concise and clear.	Minimal use of action words. Phrases need revision to make them concise and clear.	Resume does not use action words. Phrasing is wordy and lacks focus.
<b>Presentation and Format</b>	Uses clear and appropriate headers to organize information. Tabs and alignments are well designed. Demonstrates attention to professionalism. Follows a reverse chronological in categories required.	Headers are used but may need revision to make them appropriate / professional. Use of tabs and alignments good, but may need adjustments.	Headers used but need revision for concision and professionalism. Use of tabs and alignments need revision.	Resume has inconsistent use of alignments, tabs, and headers. Needs revision.	Headers, tabs, and alignment needs too much work before student can continue.
<b>Grammar &amp; Mechanics</b>	Resume is free of grammatical and/or punctuation errors.	Resume contains 1-2 grammatical and/or punctuation errors.	Resume contains 3-4 grammatical and/or punctuation errors.	Resume contains 5-6 grammatical and/or punctuation errors.	Resume contains more than 6 grammatical and/or punctuation errors.

Total Points = \_\_\_\_\_ x 5 = \_\_\_\_\_