Resume Grading Rubric My name:_____

Criteria	Excellent (3)	Average (2)	Needs Improvement (1)
Style, Appearance, & Tone Goal:To ensure your strengths are highlighted for your specific audience and that theresume is polished and easy to read. Score: 3 2 1	-Fills one page without overcrowding -Margins are acceptable -Font style & size is readable -Formatting is consistent -Relevant info appears on the top ½ of the page -Section headings reflect content	-Page appears crowded, but doesn't exceed one page -Less than 5 formatting errors	-Exceeds one page -Does not fill majority of one page -Margins are less than ½ inch or more than 1 inch -Font style is unreadable -Text size is not between 10 and 12 -More than 5 formatting errors
Grammar, Spelling, & Punctuation Goal:To ensure your resume is polished. Score: 3 2 1	- Error-free spelling -Error-free punctuation -Error-free spacing -Grammar is appropriate	-Contains 1-2 minor errors (punctuation or spacing) -Has a pattern of a single error (e.g. some bullets have periods, some do not)	-Resume contains 3 or more individual errors -Has a pattern of 2 or more of the same type of error
Contact Information Goal:To ensure a reviewer can easily reach you. Score: 3 2 1	-Includes name, address, email, phone -Name stands out on the resume -Provides professional email	-Name does not stand out -Email used is too casual	-Missing name, email, address, email, or phone number -Email used is inappropriate or unprofessional
Section(s) Goal:To contextualize your skills & qualifications, showing relevance to the position desired. Score: 3 2 1	-Entries are in reverse chronological order -Organization name, position title, location, & dates are included -Bullets begin with strong action verbs and are in correct verb tense (present? Past?) -Personal pronouns are omitted -Bullets are concise and direct	-Entries are in reverse chronological order -Entries have a pattern of one type of error (e.g. locations are omitted) -Action verbs are repeated -Verb tense is incorrect for 2 entries -Bullets are written in complete sentences	-Entries are not in reverse chronological order -3 or more entries do not include organization name, dates, position title, or location -Bullets are written in complete sentences -Verb tense is incorrect for 3 or more entries -Irrelevant or outdated information is listed

Skills & Interests Score: 3 2 1	Listings are concise -Level of proficiency is indicated for language or computer skills		-Items are wordy -Items are irrelevant Level of proficiency is not indicated