**Career Life Education** Ms. Kwon

**Resume Rubric**

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| --- | --- | --- | --- |
|  | Fully Meeting and Exceeding Expectations (3 points)  | Almost Meeting expectations (2 points) | Not Yet Meeting expectations (0-1 point) |
| Contact Information:(Make sure that your employer can easily reach you) | * Name is written at the top and is very easy to find
* Mailing address, email and phone number are easily accessible
* An appropriate email address is used
 |  | * Missing name or it is difficult to find
* Missing information (phone number, email address/mailing address)

Email address used is inappropriate |
| Objective – shows the employer why you want to work for them | * Clearly states what kind of skills and/or experiences you are hoping to gain and how it connects to your long-term goal
 |  | * No objective is stated
* The objective is quite vague. It is not catered towards the job that is being applied to.
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| Skills – shows off your skill set and demonstrates that you are a good fit for this job | * There is a minimum of three skills listed
* Each skill includes a one-liner that demonstrates your skill
* One-liners include strong action words and highlights results/accomplishments
 |  | * Less than three skills are listed
* There are no one-liners to support the skills listed or the one-liners are vague
* Complete sentences are used
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| Education – shows off your academic qualifications and training | * Your education is listed along with any specialty courses (AP courses/electives that are relevant/extracurricular activities)
* Year of graduation as well as name of the school is listed
 |  | * Education is missing or the section is missing key information such as what grade you are in/when you will be graduating
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| Work/Volunteer Experience: shows off the relevant experiences that makes you a good fit for the job | * Experiences are listed in reverse-chronological order
* Organization name, position title, and dates are included
* One-liners include strong action words and highlights results/accomplishments
 |  | * Experiences are not in reverse chronological order
* One-liners are too long and do not highlight results or accomplishments clearly
* Complete sentences are used
 |
| Style, Appearance & Professionalism: Shows effort and your attention to detail. Makes it easy for the employer to look through your information | * No more than one page
* Space on the page is used wisely with margins of at least 2cm (top bottom) and 1.75cm (left, right)
* Formatting in each section is consistent
* Font style is easy to read and is not too small (between 10-12)
 |  | * The resume doesn’t quite fill one page or goes just over one page
* Margins are more than 2.5cm or less than 1cm
* Formatting in each section is consistent
* Font style is very tough to read and text size is either too small or too big
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| Grammar, Spelling & punctuation: Shows off your professionalism | * Error-free spelling
* Proper grammar is used consistently
* Error-free punctuation
 |  | * Resume contains more than three errors
* The same type of error is made more than once
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 Total: 21 marks