**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. |
| 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 |
| 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 |
| 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 |
| 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 |

Total: 21 marks