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| RUBRIC for Resume | | Student Name _____ |
| Section of Personal Information 15 points possible | | This section has your name, full address, and phone number. |
| | | If you show an e-mail address, it must be work-appropriate. |
| | | Section must be spelled, capitalized, and punctuated properly. |
| | | Section must be formatted (bold, lines, etc.) to capture the reader's attention. |
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| Section of Objective 15 points possible | | This section must state the job you want in a positive way. |
| | | Section must be titled. |
| | | Section must be spelled, capitalized, and punctuated properly. |
| | | Section must be formatted (bold, lines, etc.) to capture the reader's attention. |
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| Section of Work History 15 points possible | | This section shows all your jobs, whether paid or not. |
| | | Each entry must show the employer, the town and state of the job, the position you held (i.e. your title), the dates of your employment (these should show the month and year your job began and ended) and list the duties you had at that job. |
| | | Your most recent employer is listed first, moving to your oldest employer listed last. |
| | | Section must be titled. |
| | | Section must be spelled, capitalized, and punctuated properly. |
| | | Section must be formatted (bold, lines, etc.) to capture the reader's attention. |
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| Section of Education 15 points possible | | This section shows the education and training you have had. |
| | | Each entry must show the school, the town and state of the school, any diploma or certificate you received, the dates you attended school (these should show the month and year you began and ended) and list any special accomplishments or duties you had at that school. |
| | | Your highest-ranking school (or most recent school) is listed first, moving to your oldest school, with your high school listed last. |
| | | Section must be titled. |
| | | Section must be spelled, capitalized, and punctuated properly. |
| | | Section must be formatted (bold, lines, etc.) to capture the reader's attention. |
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| Section of Professional Accomplishments or Skills 15 points possible | | This section shows the skills you have to meet the objective you stated above. |
| | | This section may include both hard skills (e.g. cutting rafters, or welding aluminum, or architectural drafting, etc) and soft skills (e.g. always on time, or friendly, etc). |
| | | This section may include accomplishments you have made either in your previous jobs, or in your academic work. |
| | | Section must be titled. |
| | | Section must be spelled, capitalized, and punctuated properly. |
| | | Section must be formatted (bold, lines, etc.) to capture the reader's attention. |
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| Section of References 15 points possible | | This section shows you are prepared to provide good references to the employer. |
| | | This section does not list your references. |
| | | Section must be titled. |
| | | Section must be spelled, capitalized, and punctuated properly. |
| | | Section must be formatted (bold, lines, etc.) to capture the reader's attention. |
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| Overall Appearance 10 points possible | | The resume is easy to read at a glance. - All templating marks are removed. |
| | | It has sections separated. - It must be one full page, but no more than one page. |
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