Introduction to Careers in Hospitality and Tourism

Unit 12 – Employment Skills

**Summative Assessment 1: Resume Rubric**

Student Name: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­\_\_\_\_\_\_\_\_\_\_ Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Criteria** | **Excellent (3)** | **Average (2)** | **Unacceptable (1)** |
| Style, Format, & Tone  *Goal: To ensure your strengths are specific to the audience and that the resume is polished.*  Score: 3 2 1 | Margins are acceptable  Font size and style is readable  Formatting is consistent  Section headings are in proper sequence  Section headings reflect and express relevance to content  Good balance of white space  Resume is one page per 10 years of experience | Margins are consistent  Font size or style is difficult to read  Less than two formatting errors  Section headings are present; yet not in the most beneficial order to highlight content  Page appears crowded | Margins are either less than ½” or are more than 1 inch  Font size and style is unreadable  More than 3 formatting errors  Text size is not between 10 and 12  Section headings are missing  Resume exceeds one page for experience level |
| Grammar, Spelling, & Punctuation  *Goal: To ensure your resume is polished and error-free.*  Score: 3 2 1 | Error-free spelling  Error-free punctuation  Error-free line spacing  Grammar is appropriate  No use of pronouns “I” or “me”  Appropriate use of italics and bold  Bullets, if used, highlight content effectively | One to two spelling errors  One to two punctuation mistakes  One to two errors in line spacing  Inconsistent and/or overuse of bold or italics  Misuse of one to two verb tenses | Three or more spelling errors  Three or more punctuation mistakes  Three or more errors in line spacing  Use of pronouns  Use of abbreviations  Excessive use of bold or italics  More than three verb tenseerrors |
| Contact Information  *Goal: To ensure a potential employer can easily contact you.*  Score: 3 2 1 | Includes name, address, phone number, and e-mail  Name stands out in bold and is two points larger in font size  Provides a professional e-mail | Name does not stand out  Area code is missing from phone number  E-mail is too casual | Missing either name, address, phone number, or e-mail  Area code is missing from phone number  E-mail is either inappropriate or unprofessional |
| Education Section  *Goal: To convey academic qualifications and specific training.*  Score: 3 2 1 | Entries are in reverse chronological order  Each institution includes full name, city, state, and dates attended  If listed, GPA (3.0 or above) is in correct format  Course work listed is relevant to target audience | Order of institutions is incorrect (technical school first, academic second)  If listed, GPA (3.0 or above) is in incorrect format | Entries are not in reverse chronological order  Entry regarding institution is missing details (full name, city, state, or dates)  Irrelevant coursework is listed |
| Employment/Experience Section  *Goal: To contextualize your skills and technical qualification, showing relevance to the position desired.*  Score: 3 2 1 | Entries in reverse chronological order  Position title, organization name, city, state, and dates are included  Bulleted phrases begin with strong action verbs in correct tense  Bulleted phrases are listed in order of importance, are concise, direct, and indicate impactful accomplishments  No use of pronouns “I” or “me”  and extraneous words are omitted  Results are quantified | Entries in reverse chronological order  One or two entries have errors in the position title, organization name, city, state, or dates  Verbs are week and lack impact  Verb tense is incorrect in one to two entries  Bulleted items are written in complete sentences | Entries are not in reverse chronological order  Two or more entries have errors in the position title, organization, name, city, state or dates  Bullets are written as complete sentences  Verb tense is incorrect for two or more entries  Bulleted phrases are not listed in order of importance, are wordy, vague, and do not indicate impact  Results are not quantified, when appropriate  Irrelevant information is listed |
| Skills and Achievements Section  *Goal: To disclose relevant or interesting information that does not appear elsewhere.*  Score: 3 2 1 | Listings are relevant to the target audience  Listings are concise, with a focus on transferable skills  Level of proficiency is indicated for language, computer, or technical skills  Listings are in reverse chronological order |  | Listings are wordy and vague  Listings are irrelevant to the target audience  Level of proficiency is not indicated for language, computer, or technical skills  Listing contains personal information |
| Objective or Summary Section  *Goal: To convey how you would be beneficial as an employee to the target audience.*  Score: 3 2 1 | Statement explains goals related to specific job duties  The position title for the job opening is referenced from the job posting  Statement highlights your specific strengths, skills, and competencies that are unique  Summary Statement is no more than four lines  No use of pronouns “I” or “me” | Statement explains goals, yet not related to specific job functions  Summary statement is too short to clarify intent and purpose | Statement is vague and unclear  The position title for the job opening isn’t referenced  Summary statement or objective is missing |