

PROCESS RECORDING RUBRIC

Resume Rubric

Student Name: _____

Skill	Competent 22.5 - 20	Emerging Competence 19 – 18 pts.	Beginning Competence 17 – 15	Lack Competence 14 & below	Total
PRESENTATION & FORMAT	<ul style="list-style-type: none"> • One or two pages and efficiently uses space. • All relevant information is listed first (order of relevance). • Consistent bulleting • Headings ordered consistently, most important information first. • No evidence of a template, original format. 	<p>One or two pages with slight inefficient use of space.</p> <ul style="list-style-type: none"> • Most relevant info. is listed first (order of importance). <p>Mostly bulleting consistent</p> <p>* Mostly paragraph style</p> <p>*Headings consistently ordered with few exceptions.</p> <ul style="list-style-type: none"> • No obvious use/template 	<p>Resume almost fills page(s) but inefficient use of space.</p> <ul style="list-style-type: none"> • Most relevant info. is scattered or misplaced or labeled. • Mixed bulleted & paragraph styles; one may be used more consistently than the other. • Some headings list less important information (e.g. date) first. or missing headings • Template used may have slight modification 	<p>Resume is half-page or more than two pages (with little or no related experiences), inefficient use of space.</p> <p>Missing relevant information</p> <ul style="list-style-type: none"> • Most relevant info. is listed toward the bottom of resume or absent. • Bulleted list and paragraph style both used inconsistently. • No section headings. • Experience listed inconsistent manner • Template used with no modifications. 	
JOB-SPECIFIC / VOLUNTEER INFORMATION	<p>Consistent use of accomplishment oriented action verbs; prof. comm.</p> <ul style="list-style-type: none"> • Descriptions concise and clear. • There are no first-person references, contractions or abbreviations, or gender specific job titles. • Tense agreement. 	<p>Most descriptions use action verbs with little slang or irrelevant verbiage.</p> <ul style="list-style-type: none"> • Descriptions are mostly concise and clear. • There are few first-person references, contractions or abbreviations. • Tense mostly in agreement. 	<p>Some descriptions use action verbs, and nonprofessional term.</p> <ul style="list-style-type: none"> • Repeat same action word in a position description. • Descriptions are wordy, sparse or somewhat unclear. • There are several first-person references, contractions, & abbrev. 	<p>None or minimal use of descriptions or action verbs.</p> <ul style="list-style-type: none"> • Descriptions are excessively wordy, sparse or unclear. • First-person references, abbreviations, contractions are found throughout the resume. • Poor agreement in tense 	
RESUME CONTENT	<p>Includes Education, Experience, Skills, Activities and tailored sections (i.e. Leadership, Relevant Experience, Research Experience) to enhance resume.</p> <ul style="list-style-type: none"> • All information presented demonstrates transferable skills, competencies and accomplishments. • Dates, titles and locations listed. 	<p>Includes Education, Experience and Skills & may include some additional sections (e.g. Community Service, Awards, Study Abroad etc.).</p> <ul style="list-style-type: none"> • Most info. presented demonstrates transferable skills, competencies and accomplishments as they relate to specific targeted field areas. • Dates, titles and locations noted. 	<p>Includes some standard info. (E.g. Educations, Experience, Skills & Activities).</p> <ul style="list-style-type: none"> • Education section has minor errors. • Some info. demonstrates transferable skills and competencies, but not all are targeted to specific field. • Dates, titles, and locations listed for a few items. 	<p>Includes little to none of standard info (e.g. Education, Experience, Skills)</p> <ul style="list-style-type: none"> • Education section is wrong or minimal • Location of institution &/or graduation date missing. • Little to none of the information presented demonstrates transferable skills or competencies. • No dates, titles and locations listed 	
COVER LETTER	<p>Purpose is clear, concise & strong. Each major section includes all required information (address, date, salutation, body, closing, and signature).</p>	<p>Purpose is clear. Major sections include most required information (address, date, salutation, body, closing, and signature).</p>	<p>Purpose is vague and weak. Major sections may be missing information (address, date, salutation, body, closing, and signature).</p>	<p>Purpose is not clear or nonexistent. Major sections may be missing information (address, date, salutation, body, closing, and signature). Too vague.</p>	
COMMENTS					