

Resume Rubric

Student: _____ Date: _____

Scoring criteria	5 Excellent	4 Good	3 Needs Some Improvement	2 Needs Much Improvement	1 N/A
All and only important résumé parts are included.					
Order of résumé parts fit the applicant's assets and position.					
Résumé items highlight strengths of applicant.					
White space, margins, and tabs used effectively and attractively.					
Strong action verbs are used.					
Information clearly provided					
Effective use of fonts, bolding, and special effects; printed on bond paper with letter quality printer.					
No spelling, grammar, or word usage errors.					

Scale:
 35-40 A Excellent
 29-34 B Good
 22-28 C Needs Some Improvement
 15-21 D Needs Much Improvement
 8-14 F Not Appropriate

TOTAL=

Comments: