

# Resume Grading Rubric

Student Name: \_\_\_\_\_

Peer Evaluator: \_\_\_\_\_

Skill	Outstanding	Good	Average	Unsatisfactory	Total
<b>OVERALL APPEARANCE/FORMAT</b>	<ul style="list-style-type: none"> <li>▪ Typed or computer generated</li> <li>▪ Fills one page with balanced margins for eye appeal</li> <li>▪ Format highlights the content</li> <li>▪ Appropriate text fonts and size used to enhance readability</li> <li>▪ Professional appearance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Typed or computer generated</li> <li>▪ Doesn't fill one page but has balanced margins</li> <li>▪ Format supports the content</li> <li>▪ Appropriate text fonts and size are easy to read</li> <li>▪ Appropriate appearance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Typed or computer generated</li> <li>▪ Unnecessarily goes to two pages or has somewhat balanced margins</li> <li>▪ Format somewhat supports the content</li> <li>▪ No variation in fonts and/or point size</li> <li>▪ Less professional appearance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Typed or computer generated</li> <li>▪ Unbalanced margins</li> <li>▪ Format detracts from the content</li> <li>▪ Fonts and text size distract from readability</li> <li>▪ Unprofessional appearance</li> </ul>	
<b>Points</b>	<b>10</b>	<b>8</b>	<b>7</b>	<b>6</b>	
<b>RESUME SECTIONS</b>	<ul style="list-style-type: none"> <li>▪ Heading, objective, education, skills, experience, and references covered in detail</li> <li>▪ Includes 2 additional sections/extra information to enhance resume</li> </ul>	<ul style="list-style-type: none"> <li>▪ Heading, objective, education, skills, experience, and references covered in some detail</li> <li>▪ Includes 1 additional section/extra information to enhance resume</li> </ul>	<ul style="list-style-type: none"> <li>▪ Heading, objective, education, skills, experience, and references covered with little detail</li> <li>▪ Minimal extra information given to enhance resume</li> </ul>	<ul style="list-style-type: none"> <li>▪ Missing one of the following: heading, objective, education, skills, experience, references</li> <li>▪ No extra information given to enhance resume</li> </ul>	
<b>Points</b>	<b>15</b>	<b>12</b>	<b>11</b>	<b>10</b>	
<b>CONTENT</b>	<ul style="list-style-type: none"> <li>▪ Education and experience are in reverse chronological order</li> <li>▪ Information is complete with dates, locations, etc</li> <li>▪ Information is presented in concise, direct statements</li> <li>▪ Action verbs in past tense are used to describe all duties and skills</li> <li>▪ Information demonstrates ability to perform the job</li> <li>▪ Professional terminology used when describing skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Education and experience are in reverse chronological order</li> <li>▪ Most information is complete and concise</li> <li>▪ 1-2 duties/skills lack action verbs in past tense</li> <li>▪ Information demonstrates ability to perform the job</li> <li>▪ Some professional terminology used when describing skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Education and experience are not in reverse chronological order</li> <li>▪ Some information is incomplete or not concise</li> <li>▪ 3-4 duties/skills lack action verbs in past tense</li> <li>▪ Some information demonstrates ability to perform the job</li> <li>▪ Less professional terminology</li> </ul>	<ul style="list-style-type: none"> <li>▪ Education and experience are not in reverse chronological order</li> <li>▪ Information is not complete and not concise</li> <li>▪ 5-6 duties/skills lack action verbs in past tense</li> <li>▪ Information does not clearly demonstrate ability to perform the job</li> <li>▪ Unprofessional terminology</li> </ul>	
<b>Points</b>	<b>15</b>	<b>12</b>	<b>11</b>	<b>10</b>	
<b>SPELLING &amp; GRAMMAR</b>	<ul style="list-style-type: none"> <li>▪ No spelling errors</li> <li>▪ No grammar errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1-2 spelling errors</li> <li>▪ 1-2 grammar errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3-4 spelling errors</li> <li>▪ 3-4 grammar errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ 5-6 spelling errors</li> <li>▪ 5-6 grammar errors</li> </ul>	
<b>Points</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	
					<b>TOTAL SCORE:</b>

Comments: