

Resume Rubric

Student: _____

Total Points + _____/20



CATEGORY	4	3	2	1
Grammar & spelling	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and/or spelling.	Writer makes 3-4 errors in grammar and/or spelling	Writer makes more than 4 errors in grammar and/or spelling.
Capitalization and Punctuation	Writer makes no errors in capitalization and punctuation.	Writer makes 1-2 errors in capitalization and punctuation.	Writer makes 3-4 errors in capitalization and punctuation.	Writer makes more than 4 errors in capitalization and punctuation.
Neatness	Resume is typed, clean and is easy to read with no distracting error corrections. It was done with pride.	Resume is typed, is easy to read with no distracting error corrections. It was done with care.	Resume is typed, and it has 1-2 distracting error corrections. It was done with some care.	Resume is typed and looks like it looks like it was done in a hurry.
Format	Complies with all the requirements for a resume.	Complies with almost all the requirements for a resume.	Complies with several of the requirements for a resume.	Complies with less than 75% of the requirements for a resume.
Ideas	Ideas were expressed in a clear and organized fashion. It was easy to figure out the qualifications of the applicant.	Ideas were expressed in a pretty clear manner, but the organization could have been better.	Ideas were somewhat organized but were not very clear. It took more than one reading to figure out the qualifications of the applicant.	The resume seemed to be a collection of unrelated ideas. It was very difficult to figure out the qualifications of the applicant.

Resume Comments: