

Name: _____

Resume Rubric

Element	0 – No Evidence	1 – Little Evidence	2 – Some Evidence	3 - Evidence	4 – Ample Evidence	Points
Contact Information	Missing name, address, email address, or phone number.	Email used is inappropriate or unprofessional.	Includes name, address, email address, and phone number.	Name does not stand out; email address is too casual.	Includes name, address, email address, and phone number; name stands out on resume; provides professional e-mail address.	
Employment Objective	No objective identified.	Objective is unclear.	Objective is general.	Focused objective that states what you want from the company.	Focused objective that states how employee will help company achieve its goals.	
Education or Relevant Coursework	Incomplete or missing	Information not listed in reverse chronological order, important information missing, information not listed in correct format.	Contains information with relevant courses listed, dates formatted correctly, may show gaps in work history; inappropriate GPA listed, includes appropriate honors and awards.	Mostly contains complete information with relevant courses listed, dates formatted correctly, GPA listed in correct format (if appropriate), includes appropriate honors and awards.	Contains complete information with relevant courses listed, dates formatted correctly, GPA listed in correct format (if appropriate), includes appropriate honors and awards.	
Relevant Experience and Skills	Incomplete or missing	Entries do not include company name, dates, location, or position title; bullets are written in complete sentences; verb tenses are inconsistent; bullets are wordy, vague, or do not indicate one's impact; bullets are not listed in order or importance to the reader; results are not quantified when appropriate;	Entries are listed with company name, title, location, and dates; entries have a pattern of one type of error; action verbs are weak; verb tenses are inconsistent; bullets are not concise or direct and do not indicate impact; bullets are written in complete sentences.	Most entries are complete using strong action verbs and correct tense; personal pronouns and extraneous words mostly omitted; bullets mostly concise, direct, and indicate one's impact / accomplishments ; results mostly quantified; bullets mostly listed in order of importance.	Entries are listed with company name, title, location, and dates; strong action verbs used with correct verb tense; personal pronouns and extraneous words are omitted; bullets are concise, direct and indicate one's impact/accomplishments; results are quantified; bullets are listed	

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		irrelevant or outdated information is listed.			in order of importance.	
Achievements and Honors	Incomplete or missing.	Inappropriate or irrelevant achievements listed; no achievement or honors are listed.	Some appropriate and relevant achievements and honors listed; achievements and honors related to career goal; lacks specific details related to achievements and honors.	Many appropriate and relevant achievements and honors listed; achievements and honors related to career goal; provides specific details related to achievements and honors.	Appropriate and relevant achievements and honors listed; achievements and honors related to career goal; provides specific details related to achievements and honors.	
References	Incomplete or missing.	Inappropriate references are listed; no references listed; no contact information listed.	Some references are listed.	References are listed, but not all may be appropriate or not all contact information for references is included.	Listed appropriate references and provided complete contact information for references.	
Conventions - Spelling / Grammar / Punctuation (Weight 2X)	Conventions - Spelling, grammar, and punctuation are a distraction to the document.	Conventions - Spelling, grammar, and punctuation are less than adequate.	Conventions - Spelling, grammar, and punctuation are adequate.	Conventions - Spelling, grammar, and punctuation are of good quality.	Conventions - Spelling, grammar, and punctuation are extremely high quality.	
Format and General Appearance (Weight 2X)	Format and general appearance are a distraction to the document.	Exceeds two pages; margins are inappropriate; font style is unreadable; font size is too small or too large.	Does not exceed two pages; appears overcrowded; headings don't necessarily reflect content and content substantiates headings; resume is not targeted to job; appropriate content not listed in reverse chronological order.	Margins are acceptable; font size (10-12 point) and style are readable; resume is targeted to job.	Does not exceed two pages without overcrowding; margins are acceptable; font size (10-12 point) and style is readable; headings reflect content and content substantiates headings; resume is targeted to job; appropriate content listed in reverse chronological order.	

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