

## RUBRICS FOR RESUME WRITING

| <b>Parameter</b>                                   | <b>Exceeds Expectations<br/>[8 to 10 marks]</b>   | <b>Meets Expectations<br/>[4 to 7 marks]</b>   | <b>Do not meet expectations<br/>[0 to 3 marks]</b>  |
|--|---|--|---|
| <b>Contact Information<br/>[10 marks]</b>          | Contact information is professional and easy to read. Heading includes full name, address, email address, LinkedIn/e-portfolio link, and phone number. Name is formatted in a larger or bolder font to draw attention to it.  | Heading includes most, if not all, pertinent contact information. Email address is personal instead of professional. Name does not stand out at the top of the résumé.   | Heading is missing one or more of the required pieces of contact information. Email address is decidedly inappropriate. Formatting is distracting to the reader   |
| <b>Career Objective<br/>[10 marks]</b>             | Objective statement concisely summarizes the specific opportunity that the applicant is seeking & highlights skills, knowledge or experience relevant to the job or position.   | Objective statement summarizes the opportunity that the applicant is seeking, but has not been customized to the specific opportunity.   | No objective statement/ objective statement does not indicate about the opportunity the candidate is seeking and was written in a generic style.  |
| <b>Content<br/>[10 marks]</b>                      | Education section is clear, concise, & well organized. It highlights the most pertinent information and includes: qualification degree, name of institution, year of passing, specialization, percentage/ CGPA.<br>Experience section is well- organized. Description explains about job duties and skills developed. Includes details such as the name of the organization, location, title, and dates of Employment<br>Clear and precise mention about course projects or internship projects, key achievements and extracurricular activities. Description given about learning/contributions/accomplishments related to the project; and skills developed by participation in extracurricular activities. | Education section includes most, if not all, of the required information. Section is disorganized, making it difficult to read.<br>Experience section needs improvement. Weak description about job duties performed and skills developed. Too much or too little information has been included, about past job experience<br>Details given about course projects or internship projects, key achievements and extracurricular activities in disorganized manner. Vague or incomplete description given about learning/ contributions/ accomplishment related to the project; & skills developed by participation in extracurricular activities. | Education section is incomplete and disorganized to the point of distraction. Missing more than one of the important information.<br>Experience section is disorganized or incomplete. Pertinent information about experiences cannot be found quickly or is missing altogether. There are no descriptions about job duties.<br>No mention or incomplete details given about course projects or internship projects, achievements and participation in extracurricular activities |
| <b>Formatting<br/>[10 marks]</b>                   | Resume nicely fills the page & balances white space with text. Font style and layout are consistent throughout. Important information stands out immediately.   | Resume doesn't fully & evenly cover the page, formatted inconsistently. Important information is difficult to find.  | Resume format is not appealing. Information is not laid out in clear format and important information cannot be found quickly.  |
| <b>Grammar &amp; Spelling Error<br/>[10 marks]</b> | Resume has no capitalization, spelling, or grammar errors.  | Resume contains a few minor capitalization, spelling, or grammar errors  | Resume has many capitalization, spelling, or grammar errors   |