Career Development 2201 Resume Rubric

Contact information section?

|  |  |  |
| --- | --- | --- |
| Name large font and bold | /2 | /4 |
| Address and phone (smaller font than name) | /1 |
| Email | /1 |

Objective

(Optional if room is available on sheet)

|  |  |  |
| --- | --- | --- |
| Objective Statement has to promote skill or achievement  (No marks for my objective is to get a job for the summer) | /5 | /5 |

Education Section

|  |  |  |
| --- | --- | --- |
| School – your level, name of school | /2 | /7 |
| Promote other skills, specific courses, training, proficiency, certifications, licenses, etc | /5 |

Experience section

|  |  |  |
| --- | --- | --- |
| Position title in italics | /2 | /7 |
| Company | /1 |
| Dates of employment | /1 |
| Descriptions of responsibilities and transferrable skills | /3 |

**Achievement and Honors**

|  |  |  |
| --- | --- | --- |
| Included required content up to three years | /5 | /5 |

**Volunteer and/or Interest section**

|  |  |  |
| --- | --- | --- |
| Included required content. Promote relevant skills | /5 | /5 |

**References section**

|  |  |  |
| --- | --- | --- |
| THREE Name, title, company or relation telephone number | /4 | /12 |

**Design Strategies**

|  |  |  |
| --- | --- | --- |
| Are all font and style same | /2 | /14 |
| Easy to read layout | /2 |
| Professional | /2 |
| Past tense and Sentence fragments are concise | /2 |
| Action verbs | /2 |
| In reverse chronological order. | /2 |
| Fills page but not crowded | /2 |
| Typos | -1 |

|  |  |
| --- | --- |
| Your Mark | /59 |