

RESUME RUBRIC

Student: _____ Class: O2/Co-Op Hr _____ Date:_____

	1 Point	2 Points	3 Points	4 Points
Scoring Criteria	Needs to Improve	OK	Good	Excellent
Clearly stated objective				
Strong action verbs used				
Skills, experiences & qualifications clearly relate to job objective				
Good examples of your skills (brief stories) which exemplify your qualifications				
Format showcases your experience and education				
Good use of numbers to quantify experiences and accomplishments				
White space, margins, and fonts used effectively and attractively				
Correct spelling, grammar, and word usage				
Employment and education don't exceed 10 years				
No mention of personal information				
One page in length				
Total				

Grand total = _____

Scale:

- 44 - 39 A Excellent
- 38 - 35 B Good
- 34 - 31 C Satisfactory/OK
- 30 - 26 D Needs to Improve
- 25 -- below F Needs Much Improvement