

Resume Challenge Evaluation Rubric

Student Name:

Reviewer:

Criteria	Excellent (3)	Average (2)	Not Approved (1)
<p>Style, Appearance, & Tone</p> <p>Score: 3 2 1</p> <p>Notes:</p>	<input type="checkbox"/> Consistency in formatting. <input type="checkbox"/> Margins are acceptable. <input type="checkbox"/> Font style and size readable. <input type="checkbox"/> Section headings reflect content.	<input type="checkbox"/> Less than two formatting errors. <input type="checkbox"/> Page appears crowded.	<input type="checkbox"/> More than two formatting errors. <input type="checkbox"/> Does not use space appropriately. <input type="checkbox"/> Font style and/or size unreadable.
<p>Grammar, Spelling, & Punctuation</p> <p>Score: 3 2 1</p> <p>Notes:</p>	<input type="checkbox"/> No spelling or punctuation errors. <input type="checkbox"/> Verb tense is appropriate.	<input type="checkbox"/> Less than two minor errors. <input type="checkbox"/> Has a pattern of a single error.	<input type="checkbox"/> More than two errors. <input type="checkbox"/> Has a pattern of two or more errors.
<p>Contact Section</p> <p>Score: 3 2 1</p> <p>Notes:</p>	<input type="checkbox"/> Includes name, email, and phone number. <input type="checkbox"/> Name stands out. <input type="checkbox"/> Provides professional email address.	<input type="checkbox"/> Name does not stand out. <input type="checkbox"/> Email address is too casual.	<input type="checkbox"/> Either name, email, and/or phone information is missing. <input type="checkbox"/> Email address is unprofessional.
<p>Education Section</p> <p>Score: 3 2 1</p> <p>Notes:</p>	<input type="checkbox"/> Entries are in reverse chronological order. <input type="checkbox"/> Degree is spelled out. <input type="checkbox"/> Majors and minors listed (if declared). <input type="checkbox"/> Expected graduation year indicated.	<input type="checkbox"/> Degree is abbreviated. <input type="checkbox"/> Major and minors not included (if applicable). <input type="checkbox"/> Institution does not have name, date, and/or location listed.	<input type="checkbox"/> Incorrect degree listed. <input type="checkbox"/> Graduate date not listed.
<p>Experience Section(s)</p> <p>Score: 3 2 1</p> <p>Notes:</p>	<input type="checkbox"/> Entries are in reverse chronological order. <input type="checkbox"/> Statements begin with strong action verbs. <input type="checkbox"/> Statements omit extra words and personal pronouns. <input type="checkbox"/> Results are quantified. <input type="checkbox"/> Organization name, position title, location, and dates included.	<input type="checkbox"/> Action verbs are weak. <input type="checkbox"/> Entries have a pattern of one error. <input type="checkbox"/> Bullet points are not direct and do not measure impact. <input type="checkbox"/> Statements written in complete sentences. <input type="checkbox"/> Statements need more information.	<input type="checkbox"/> Three or more entries do not include organization name, position title, locate and/or dates. <input type="checkbox"/> Statements are wordy and vague.
<p>Skills Section (if applicable)</p> <p>Score: 3 2 1</p> <p>Notes:</p>	<input type="checkbox"/> Listings are relevant to the reader. <input type="checkbox"/> Listings are concise. <input type="checkbox"/> Level of proficiency is indicated for language or computer skills.	<input type="checkbox"/> Items are wordy.	<input type="checkbox"/> Items are vague or irrelevant. <input type="checkbox"/> Level of proficiency is not indicated for language or computer skills.

Final Score (circle): **Approved (18-16 points)** **Yes with changes (15-12 points)** **No (11 points or less)**