**Resume Grading Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Outstanding** | **Good** | **Average** | **Unsatisfactory** |
| **PRESENTATION/ FORMAT** | * Typed or computer generated * Balanced margins with eye appeal * Format highlights strengths and information * Appropriate fonts and point size used with variety | * Typed or computer generated * Balanced margins * Format identifies strengths and information * Appropriate fonts and point size used | * Typed or computer generated * Somewhat balanced margins * Format identifies strengths and information * No variation in fonts and/or point size | * Typed or computer generated * Unbalanced margins * Format detracts from strengths and information * Fonts distract from readability |
| **Points** | **5** | **4** | **3** | **2** |
| **JOB-SPECIFIC /**  **VOLUNTEER**  **INFORMATION** | * All action phrases used to describe duties   and skills   * Information demonstrates ability to perform the job * Professional terminology used when describing skills | * 1-2 duties/skills lack action phrases * Information demonstrates ability to perform the job * Some professional terminology used when describing skills | * 3-4 duties/skills lack action phrases * Some information demonstrates ability to perform the job | * 5-6 duties/skills lack action phrases * Information does not clearly demonstrate ability to perform the job |
| **Points** | **10** | **8** | **6** | **4** |
| **RESUME CONTENT** | * Heading, objective, skills, experience, and education covered in detail * Extra information given to enhance resume | * Heading, objective, skills, experience, and education covered in some detail * Extra information given to enhance resume | * Heading, objective, skills, experience, and education covered with little detail * Minimal extra information given to enhance resume | * Missing one of the following: heading, objective, experience, or education * No extra information given to enhance resume |
| **Points** | **10** | **8** | **6** | **4** |
| **SPELLING &**  **GRAMMAR** | * No spelling errors * No grammar errors | * 1-2 spelling errors * 1-2 grammar errors | * 3-4 spelling errors * 3-4 grammar errors | * 5-6 spelling errors * 5-6 grammar errors |
| **Points** | **5** | **4** | **3** | **2** |
| **TOTAL** | **30** |  |  |  |