**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** |  |  |  |