**RESUME RUBRIC**

|  |  |  |  |
| --- | --- | --- | --- |
| Excellent (6-5 points) | Good (4-3 points) | Poor (2-0 points) | Points/Comments |
| Resume is neatly and clearly organized—categories are easy to read and understand | Resume is fairly neat and organized—important sections are mostly easily read | Resume is not easy to read—not organized or clear |  |
| Resume is chronologically ordered from most recent to least recent, and contains extensive contact information(needs email, address, and phone) | Resume is chronologically ordered from most recent to least recent, but may contain gaps or not enough contact information(needs email, address, and phone) | Resume is not chronological from most recent to least recent, or is inconsistent in chronology. May or may not contain all contact information |  |
| Resume contains accurate information and is concise—no more than one page | Resume is cramped into one page, or a bit longer than a page | Resume is longer than one page |  |
| There are no grammatical or spelling errors within the resume | There are a few grammatical or spelling errors | There are multiple spelling and grammatical errors |  |
|  |  | Total Points |  |