Name _____

Assignment: Create a current resume, it must be word processed. Include references in resume.

RESUME RUBRIC/GRADING PAGE

Objectives	Low Performance	At or Below Average	At or Above Average	Exemplary Performance	Earned Points
Visual Appeal	Less or more than one page	One page, not centered. Poor quality printing	One Page, centered. Adequate quality printing	One page, centered, good quality printing Balance of black and white.	/8
Content: Technical (Spelling and Grammar)	Five or more spelling and/or grammar errors	Three or four spelling and/or grammar errors	One or two spelling and/or grammar errors	Free from spelling and or grammar errors	/8
Content: Structural	Language and sentence structure don't make sense	Use of sentences instead of point form	Combination of sentences and point form	Use of point form only and easy to read	/8
Content: Relevant Information	Very little content to convey information about the writer	Minimal content available about the writer	Good amount of content available. Poor use of action verbs	Good amount of content available and use of action verbs that represent transferable skills. All information is relevant and pertinent	/20
References	References not included	One or two relevant references included	Three relevant references included on same page as resume	Three relevant references included on same page as resume. Pertinent demographic information included	/6
Total				**Score**	**/50**

Resume writer's name _____

Name of partner checking over the resume _____

Checklist for Resumes

Does this Resume meet the following criteria? (Y or N)	Partner	Self
Is it only one page?		
Is the typing in 12 font?		
Does it include the following: Name Address including city, province and postal code Phone number		
Are the headings underlined or bolded?		
Under work/volunteer experience, does each entry include at least three action verbs? E.g. cleaned, organized, delivered.		
Are there three references included?		
Does each reference list how they know that person? (no relatives please)		
Have work phone numbers been listed for each reference?		
Is there a balance between black and white on the page?		
Is the resume free from spelling and typing errors?		
Does the resume avoid self-evaluation? e.g. I am a fast learner, I am good at …..		
Is the resume laid out well and easy to read?		

Comments that will help improve the overall quality of the resume: