Resource #1

*Résumé Review Rubric*

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|  | Excellent (4) | Good (3) | Fair (2) | Poor (1) |
| Résumé format | Format, margins, font choice, and spacing is neat and professional. Résumé is divided into appropriate sections that are easy to differentiate, following either a functional or a chronological format. | Format, margins, font choice, and spacing is mostly neat and professional. Résumé is divided into sections, following either a functional or a chronological format. | Format, margins, font choice, and spacing requires editing. Résumé is divided into sections, but the organization of these is unclear. | Résumé format does not follow conventions nor does it convey a professional image to a prospective employer. |
| Comments: |  |  |  |  |
| Required content | Résumé includes contact information as well as the following, as applicable: job experience, academic information, awards, volunteer/ internship and/or mentorship experiences, skills; job descriptions are succinct and clear. | Résumé included contact information as well as most of the following, as applicable: job experience, academic information, awards, volunteer/ internship and/or mentorship experiences, skills; job descriptions are mostly clear and succinct. | Résumé information is inconsistent/incomplete. The following needs to be completed: contact information, job experience, academic information, awards, volunteer/internship and/or mentorship experiences, and skills (as applicable). | Résumé does not include contact information, nor did it include the following: job experience, academic information, awards, volunteer/ internship and/or mentorship experiences, skills. |
| Comments: |  |  |  |  |

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| Idea formation | Ideas within the résumé are developed and clear to the reader. | Ideas within the résumé are somewhat developed and clear to the reader. | Ideas within the résumé are incomplete or unclear to the reader. | Ideas within the résumé are not developed. |
| Comments: |  |  |  |  |
| Organization and clarity | Student résumé is organized and clearly conveys all ideas.  Conventional sections are used to differentiate job experience, skills, awards, etc. | Student résumé is somewhat organized and conveys most ideas.  Conventional sections are used fairly well to differentiate most job experience, skills, awards, etc. | Student résumé requires additional organization and attention to detail.  Conventional sections require additional editing to differentiate job experience, skills, awards, etc. | Student résumé is not organized and does not convey ideas.  Conventional sections are not present and do not differentiate job experience, skills, awards, etc. |
| Comments: |  |  |  |  |
| Vocabulary and language choices | Choice of vocabulary is professional and appropriate. Words chosen reinforce a professional image of the student. | Choice of vocabulary is somewhat professional and appropriate. Words chosen somewhat reinforce a professional image of the student. | Choice of vocabulary needs to be improved so that it is professional and appropriate. Some slang or simplistic words should be replaced. | Choice of vocabulary is not professional and appropriate. Slang or simplistic words replace those that would better represent the student. |
| Comments: |  |  |  |  |
| Grammar, spelling, capitalization, and punctuation | There are no grammar, spelling, capitalization, or punctuation errors. | There is one grammar, spelling, capitalization, or punctuation error. | There are two grammar, spelling, capitalization, or punctuation errors. | There are more than two grammar, spelling, capitalization, or punctuation errors. |
| Comments: |  |  |  |  |