

## Résumé Rubric

**Student Name:**

CATEGORY	10 (Great Work)	8 (Good Work)	6 (Poor Work)	4 (Not Passing)
<b>Organization and Content</b>	The résumé is organized in a chronological or innovative fashion. Every component makes sense in terms of its placement in the larger document. Also, attached to the résumé are <b><u>2 job or internship descriptions</u></b> . Finally, there is a good, specific cover letter for the position.	The résumé is somewhat organized in a chronological or innovative fashion. Most components make sense in terms of their placement in the larger document. Also, attached to the résumé are <b><u>2 job or internship descriptions</u></b> . Finally, there is a good, specific cover letter for the position.	The résumé is not very organized. Few components make sense in terms of their placement in the larger document. Also, attached to the résumé are <b><u>2 job or internship descriptions</u></b> . Finally, there is a good, specific cover letter for the position.	The résumé is not organized. There are no attached Also, attached to <b><u>2 job or internship descriptions</u></b> . There is no cover letter.
<b>Layout</b>	The look of the résumé is appealing. There are no odd gaps in spacing, and the résumé is printed on good resume paper.	The look of the résumé is solid. There are no odd gaps in spacing, and the résumé is printed on good résumé paper.	The look of the résumé is unappealing, there are odd gaps in spacing, and it is printed on regular paper.	is unacceptable in terms of layout.
<b>Overall Effect</b>	The résumé makes the reader want to hire the writer. The cover letter is outstanding.	The résumé makes the reader consider hiring the writer. The cover letter is good.	The résumé makes the reader think, vaguely, about hiring the person. The cover letter is adequate.	The résumé goes in the round file. The cover letter, if present, does not present the applicant in his or her best light.
<b>Word Choice</b>	<ul style="list-style-type: none"> <li>· Precise terms.</li> <li>· Figurative language.</li> <li>· No tense or agreement problems.</li> <li>· No misused words.</li> <li>· Rich language.</li> </ul>	<ul style="list-style-type: none"> <li>· Some imprecision.</li> <li>· Little figurative language.</li> <li>· 1-2 tense or agreement problems per page.</li> <li>· Misused words.</li> <li>· Average language.</li> </ul>	<ul style="list-style-type: none"> <li>· Imprecise language.</li> <li>· Literal language.</li> <li>· 3+ agreement problems per page.</li> <li>· Many misused words.</li> <li>· Repetitive language.</li> </ul>	<ul style="list-style-type: none"> <li>· Very imprecise language.</li> <li>· Only literal language.</li> <li>· 4+ agreement problems per page.</li> <li>· A great many misused words.</li> <li>· Very repetitive language.</li> </ul>
<b>Sentences</b>	<ul style="list-style-type: none"> <li>· 0 errors in grammar per page.</li> <li>· Varies sentence form.</li> </ul>	<ul style="list-style-type: none"> <li>· 1 error per page.</li> <li>· Repeats sentence form.</li> </ul>	<ul style="list-style-type: none"> <li>· 2 errors per page.</li> <li>· Boring sentence form.</li> </ul>	<ul style="list-style-type: none"> <li>· 3+ errors per page.</li> <li>· Very boring sentence form.</li> </ul>
<b>Comments:</b>				<b>Total Points:</b> <b>Percentage:</b> <b>Grade:</b>