

Resume Grading Rubric

Student Name: _____

Peer Evaluator: _____

Skill	Outstanding	Good	Average	Unsatisfactory	Total
PRESENTATION/FORMAT	<ul style="list-style-type: none"> • Typed or computer generated • Balanced margins with eye appeal • Format highlights strengths and information • Appropriate fonts and point size used with variety 	<ul style="list-style-type: none"> • Typed or computer generated • Balanced margins • Format identifies strengths and information • Appropriate fonts and point size used 	<ul style="list-style-type: none"> • Typed or computer generated • Somewhat balanced margins • Format identifies strengths and information • No variation in fonts and/or point size 	<ul style="list-style-type: none"> • Typed or computer generated • Unbalanced margins • Format detracts from strengths and information • Fonts distract from readability 	
Ranking Points	10	8	7	6	
JOB-SPECIFIC / VOLUNTEER INFORMATION	<ul style="list-style-type: none"> • All action phrases used to describe duties and skills • Information demonstrates ability to perform the job • Professional terminology used when describing skills 	<ul style="list-style-type: none"> • 1-2 duties/skills lack action phrases • Information demonstrates ability to perform the job • Some professional terminology used when describing skills 	<ul style="list-style-type: none"> • 3-4 duties/skills lack action phrases • Some information demonstrates ability to perform the job 	<ul style="list-style-type: none"> • 5-6 duties/skills lack action phrases • Information does not clearly demonstrate ability to perform the job 	
Ranking Points	15	12	11	10	
RESUME CONTENT	<ul style="list-style-type: none"> • Heading, objective, skills, experience, and education covered in detail • Extra information given to enhance resume 	<ul style="list-style-type: none"> • Heading, objective, skills, experience, and education covered in some detail • Extra information given to enhance resume 	<ul style="list-style-type: none"> • Heading, objective, skills, experience, and education covered with little detail • Minimal extra information given to enhance resume 	<ul style="list-style-type: none"> • Missing one of the following: heading, objective, experience, or education • No extra information given to enhance resume 	
Ranking Points	15	12	11	10	
SPELLING & GRAMMAR	<ul style="list-style-type: none"> • No spelling errors • No grammar errors 	<ul style="list-style-type: none"> • 1-2 spelling errors • 1-2 grammar errors 	<ul style="list-style-type: none"> • 3-4 spelling errors • 3-4 grammar errors 	<ul style="list-style-type: none"> • 5-6 spelling errors • 5-6 grammar errors 	
Ranking Points	10	8	6	4	
					TOTAL SCORE:

Comments: _____

Sample Rubric For Grading Essays

R Barnett



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