

Resume Grading Rubric

Student Name: _____

Peer Evaluator: _____

Skill	Outstanding	Good	Average	Unsatisfactory	Total
PRESENTATION/FORMAT	• Typed or computer generated • Balanced margins with eye appeal • Format highlights strengths and information • Appropriate fonts and point size used with variety	• Typed or computer generated • Balanced margins • Format identifies strengths and information • Appropriate fonts and point size used	• Typed or computer generated • Somewhat balanced margins • Format identifies strengths and information • No variation in fonts and/or point size	• 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	• All action phrases used to describe duties and skills • Information demonstrates ability to perform the job • Professional terminology used when describing skills	• 1-2 duties/skills lack action phrases • Information demonstrates ability to perform the job • Some professional terminology used when describing skills	• 3-4 duties/skills lack action phrases • Some information demonstrates ability to perform the job	• 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	• Heading, objective, skills, experience, and education covered in detail • Extra information given to enhance resume	• Heading, objective, skills, experience, and education covered in some detail • Extra information given to enhance resume	• Heading, objective, skills, experience, and education covered with little detail • Minimal extra information given to enhance resume	• 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	• No spelling errors • No grammar errors	• 1-2 spelling errors • 1-2 grammar errors	• 3-4 spelling errors • 3-4 grammar errors	• 5-6 spelling errors • 5-6 grammar errors	
Ranking Points	10	8	6	4	
					TOTAL SCORE:

Comments:

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Christian Drosten



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