

## **Assessment Rubrics**

### **Rubric Title: Resume**

<b>CATEGORY</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Personal Information</b>	The student has all of the following information: name, address, telephone number and e-mail. Information appears prominently at the top of the page.	The student is missing one piece of information. Information appears prominently at the top of the page.	The student is missing several pieces of information. Information does not appear prominently at the top of the page.
<b>Career Objective</b>	States the type of career the student is qualified for. Is well written and includes action phrases and/or power verbs.	The student listed many objectives.	The student did not list a career objective.
<b>Education and Training</b>	Information is summarized in reverse chronological order (most recent first) with emphasis on particular aspects that relate to the career objectives	The information presented was not relevant to the career objectives	Education and training information missing.
<b>Work Experience</b>	All places and dates of employment are listed in reverse chronological order (most recent position first). There is a summary of appropriate descriptions of skills acquired by the student.	All places and dates of employment are listed in chronological order, starting with the last position. There is not a summary of appropriate description of skills acquired by the student	Dates of employment are not in order and the student did not have a description of skills acquired.
<b>Format</b>	Format is appropriate and easy to read. There are no misspelled words or grammatical errors.	Format is appropriate. There are no misspelled words or grammatical errors.	Format was inappropriate. There are no misspelled words or grammatical errors.
<b>Other Information</b>	Student included other necessary information – Skills, hobbies and references.	The student did not include references	The student did not include other necessary information.