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| Student Name: | Teacher:  | Date:  |
| Please indicate the target for this resume: (e.g. Career field, job posting, internship, program, etc.) |
| **CRITERIA** | **EXCELLENT (3)** | **AVERAGE (2)** | **UNACCEPTABLE (1)** |
| **Style, Appearance, & Tone *Goal:*** *To ensure your strengths are**highlighted for your specific audience**and that the resume is polished & easy to read.****Score: 3 2 1*** | 􀁸 Fills one page without overcrowding􀁸 Margins, font style & size is readable; formatting is consistent􀁸 Relevant info appears on the top ½ of the page􀁸 Section headings reflect content & content substantiates headings􀁸 Resume is targeted to internship, job or program | 􀁸 Page appears crowded, but doesn’t exceed one page􀁸 Less than two formatting errors | 􀁸 Exceeds one page􀁸 Does not fill majority of one page􀁸 Margins are less than ½ inch ormore than 1 inch􀁸 Font style is unreadable􀁸 Text size is not between 10 and 12 |
| **Grammar, Spelling, &****Punctuation*****Goal:*** *To ensure your resume is polished.****Score: 3 2 1*** | 􀁸 Error-free spelling􀁸 Error-free punctuation􀁸 Error‐free spacing􀁸 Grammar is appropriate (e.g. verbtense, pronouns) | 􀁸 Contains 1-2 minor errors (punctuation or spacing)􀁸 Has a pattern of a single error (e.g. some bullets have periods, some do not) | 􀁸 Resume contains 3 or moreindividual errors􀁸 Has a pattern of 2 or more of thesame type of error |
| **Contact Information*****Goal:*** *To ensure a reviewer can easily reach you.****Score: 3 2 1*** | 􀁸 Includes name, address, email,phone􀁸 Name stands out on the resume􀁸 Provides professional email | 􀁸 Name does not stand out􀁸 Email used is too casual | 􀁸Missing name, email address, address, or phone number􀁸 Email used is inappropriate or unprofessional |
| **Education Section*****Goal:*** *To convey academic**qualifications and training.****Score: 3 2 1*** | 􀁸 Entries are in reverse chronological order􀁸 Diploma and graduation month/year are indicated clearly􀁸 Course work listed is relevant􀁸 Each institution includes name,location, & dates􀁸 If listed, GPA is in correct format􀁸 Relevance of study abroad, research, & honors is revealed | 􀁸 Some missing details (e.g. name of schools attended, years) | 􀁸 Entries are not in reversechronological order􀁸 Entry is missing details (name,location, dates)􀁸 If listed GPA is not in correct format􀁸 Relevance of study abroad,research, & honors is not revealed |
| **Experience Section(s)*****Goal:*** *To contextualize your skills &**qualifications, showing relevance to the position desired.****Score: 3 2 1*** | 􀁸 Entries are in reverse chronologicalorder􀁸 Organization name, position title,location, & dates are included􀁸 Bullets begin with strong actionverbs and are in correct verb tense􀁸 Personal pronouns and extraneouswords are omitted􀁸 Bullets are concise, direct, & indicate one’s impact/ accomplishments􀁸 Bullets are listed in order ofImportance | 􀁸 Entries are in reverse chronological order􀁸 Entries have a pattern of one type of error (e.g. locations are omitted)􀁸 Action verbs are weak􀁸 Verb tense is incorrect for 1 entry􀁸 Bullets are not concise or direct and do not indicate impact; bullets are written in complete sentences | 􀁸 Entries are not in reverse chronological order􀁸 3 or more entries do not includeorganization name, dates, positiontitle, or location􀁸 Bullets are written in completesentences􀁸 Verb tense is incorrect for 2 or more entries􀁸 Bullets are wordy, vague, or do not indicate one’s impact; bullets are not listed in order of importance to the reader􀁸 Irrelevant or outdated informationis listed |
| **Skills & Interests*****Goal:*** *To reveal relevant or interesting**information that does not appear elsewhere on the resume.****Score: 3 2 1*** | 􀁸 Listings are relevant to the reader􀁸 Listings are concise􀁸 Level of proficiency is indicated forlanguage or computer skills | 􀁸 Incomplete or missing details (e.g. No relevant skills or interests; or missing connection between skills and interests and job position) | 􀁸 Items are wordy􀁸 Items are vague or irrelevant􀁸 Level of proficiency is not indicatedfor language or computer skills |



**ESLBO Resume Rubric**

**Teacher Comments:

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