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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 or  more 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. verb  tense, 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 more  individual errors  􀁸 Has a pattern of 2 or more of the  same 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 reverse  chronological 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 chronological  order  􀁸 Organization name, position title,  location, & dates are included  􀁸 Bullets begin with strong action  verbs and are in correct verb tense  􀁸 Personal pronouns and extraneous  words are omitted  􀁸 Bullets are concise, direct, & indicate one’s impact/ accomplishments  􀁸 Bullets are listed in order of  Importance | 􀁸 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 include  organization name, dates, position  title, or location  􀁸 Bullets are written in complete  sentences  􀁸 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 information  is 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 for  language 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 indicated  for language or computer skills | |



**ESLBO Resume Rubric**

**Teacher Comments:   
  
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