

IVROP RESUME FOR EMPLOYMENT RUBRIC

Student Name _____ Class _____ Date _____

Category	4	3	2	1	0
Contact Information	Information contains name, address, phone number, professional email (proper form and punctuation) with no errors.	Information contains name, address, phone number, professional email (proper form and punctuation) with 1 error.	Information contains name, address, phone number, professional email (proper form and punctuation) with 2 errors.	Information contains name, address, phone number, professional email (proper form and punctuation) with 3 or more errors.	Information does not contain the proper information and /or contains so many errors as to not warrant credit.
Objective or Branding Statement	Objective or Branding Statement clearly states goal or purpose that relates to the job being applied for. Written in complete sentences containing no errors in grammar, spelling, punctuation.	Objective or Branding Statement clearly states goal or purpose that relates to the job being applied for. Written in complete sentences containing no more than 2 errors in grammar, spelling, punctuation.	Objective or Branding Statement is unclear or poorly written goal or purpose that relates to the job being applied for. May not be written in complete sentences and/or has 3 or more mistakes in grammar, spelling, punctuation.	Objective or Branding Statement is so poorly written that it is difficult to understand.	Objective or Branding Statement is not included or contains so many errors as to not warrant credit.
Skills	Includes at least four relevant job skills with no errors.	Includes at least four different skills with 1 error.	Includes at least three different skills with 2 errors.	Includes at least two different skills with 3 errors.	Does not include at least two different skills or has so many errors as to not warrant credit.
Education/ *Career Training (Career Training category may be used separately)	High school information given (name of school, general location, date of graduation) ROP course (s) and/or career path course(s) with dates, certifications. No errors in grammar/spelling, etc.	High school information given (Name of school, general location, date of graduation) ROP course(s) and/or career path course(s) with dates, certifications. May have up to 2 errors in grammar/spelling, etc.	High school and ROP/ career path specific information given, but does not contain one or more of the major areas for either. Contains 3 errors in grammar/spelling, etc.	One of the major sections (either high school or ROP) is not listed. Or, Contains 4 or more errors in grammar/spelling, etc.	Section not included, or the section contains so many errors as to not warrant credit.
Work Experience *Volunteer (Volunteer category may be used separately)	Experience listed with employer name, location, and title. Uses action verbs, is detailed and presented in chronological order with no errors.	Experience listed with employer name, location, and title. Uses action verbs, is detailed and presented in chronological order with 1 error.	Experience listed with employer name, location, and title. Uses action verbs, is detailed and presented in chronological order with 2 errors .	Experience listed with employer name, location, and title. Uses action verbs, is detailed and presented in chronological order with 3 errors.	Experience not listed, or the section contains so many errors as to not warrant credit.
References	Includes at least three references (name, phone, address) with no errors.	Includes at least three references (name, phone, address) with 1 error.	Includes only two references (name, phone, address) with 2 errors.	Includes only one reference (name, phone, address).	Includes no references or the section contains so many errors it does not warrant credit.
Formatting/ Appearance	Resume displays proper formatting and is visually appealing (bold, aligned, white space, bullets, font size and style) with no errors.	Resume displays proper formatting and is visually appealing (bold, aligned, white space, font size and style) with 1 error in components.	Resume displays proper formatting and is visually appealing (bold, aligned, white space, font size and style) with 2 errors in components.	Resume displays proper formatting and is visually appealing (bold, aligned, white space, font size and style) with 3 or more errors in components).	Resume does not display proper formatting and is not visually appealing or contains so many errors it does not warrant credit.
Other: <ul style="list-style-type: none"> ● Sports ● Clubs ● Certificates ● Etc. 	Includes other heading. Uses action verbs, is detailed with supervisor, location, skills duties listed. Contains no errors.	Includes other heading. Uses action verbs, is detailed with supervisor, location, skills duties listed. Missing 1 component.	Includes other heading. Uses action verbs, is detailed supervisor, location, skills duties listed. Missing 2 components.	Includes other heading. Uses action verbs, is detailed supervisor, location, skills duties. Missing 3 components.	Resume does not include other heading Missing more than 3 components.