

Professional Resume Rubric

	5	4	3	2	1
Audience & Purpose	<ul style="list-style-type: none"> ▪ Audience is clearly addressed & resume is tailored to audience. ▪ Purpose is clearly stated in the Objective section. 	<ul style="list-style-type: none"> ▪ Audience is addressed but resume needs more focus tailoring it to audience. ▪ Purpose is generally clear but needs to be specified in Objective. 	<ul style="list-style-type: none"> ▪ Audience is implied but not clearly addressed. ▪ Purpose is implied but not clear. 	<ul style="list-style-type: none"> ▪ Audience is not clear and little attempt made to tailor resume to audience. ▪ Purpose is not clear. 	<ul style="list-style-type: none"> ▪ Resume does not indicate attention to a particular audience. ▪ Purpose is not clearly stated.
Language & Style	<ul style="list-style-type: none"> ▪ Strong, clear action words used consistently. ▪ Concise wording in phrases. Clarity of expression is consistent. 	<ul style="list-style-type: none"> ▪ Majority of phrases begin with action words. ▪ Phrases need attention to concision and clarity. 	<ul style="list-style-type: none"> ▪ Some use of actions words. ▪ Phrases often wordy, needing revision to make them more concise and clear. 	<ul style="list-style-type: none"> ▪ Minimal use of action words. ▪ Phrases need revision to make them concise and clear. 	<ul style="list-style-type: none"> ▪ Resume does not use action words. ▪ Phrasing is wordy and lacks focus.
Presentation & Format	<ul style="list-style-type: none"> ▪ Follows a reverse chronological format. ▪ Uses clear & appropriate headers to organize information. ▪ Demonstrates attention to professionalism. 	<ul style="list-style-type: none"> ▪ Resume uses a reverse chronological format but may contain some errors. ▪ Headers are used but may need revision to make them appropriate / professional. 	<ul style="list-style-type: none"> ▪ Resume attempts to use a reverse chronological format, but needs revision. ▪ Headers used but need revision for concision and professionalism. 	<ul style="list-style-type: none"> ▪ Resume does not use reverse chronological format. ▪ Resume needs much work to use appropriate headers. 	<ul style="list-style-type: none"> ▪ Resume does not have a clear design format. ▪ Headers are not used or are used incorrectly or inappropriately.
Grammar & Mechanics	<ul style="list-style-type: none"> ▪ Resume is free of grammatical errors. ▪ Resume is free of punctuation errors. 	<ul style="list-style-type: none"> ▪ Resume contains 1-2 grammatical errors. ▪ Resume contains 1-2 punctuation errors. 	<ul style="list-style-type: none"> ▪ Resume contains 3-4 grammatical errors. ▪ Resume contains 3-4 punctuation errors. 	<ul style="list-style-type: none"> ▪ Resume contains 4-5 grammatical errors. ▪ Resume contains 4-5 punctuation errors. 	<ul style="list-style-type: none"> ▪ Resume contains more than 5 grammatical and/or punctuation errors.
Reflective Essay	<ul style="list-style-type: none"> ▪ Thoughtfully addresses purpose of assignment as stated on assignment sheet. ▪ Responds thoughtfully & reflectively to all 6 questions. 	<ul style="list-style-type: none"> ▪ Essay addresses purpose of assignment. ▪ Essay responds to 4-5 of the questions. ▪ Some, but not all, responses are thoughtful & reflective. 	<ul style="list-style-type: none"> ▪ Essay generally responds to the assignment but response is weak. ▪ Essay responds to only 3 of the questions. ▪ Essay needs more reflection and supporting details. 	<ul style="list-style-type: none"> ▪ Essay does not fully respond to assignment. ▪ Essay responds to 2 or fewer questions. ▪ Essay does not offer reflection or supporting details. 	<ul style="list-style-type: none"> ▪ Essay does not respond to assignment. ▪ Essay does not address any of the questions. ▪ Essay offers no reflection.