**Resume Grading Rubric**

**Student Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer Evaluator: \_\_\_\_\_\_­­­­­­\_\_\_\_\_\_­­­­­­­­­­­­­­­\_\_\_**

| **Skill** | **Outstanding** | **Good** | **Average** | **Unsatisfactory** | **Total** |
| --- | --- | --- | --- | --- | --- |
| PRESENTATION/ **FORMAT** |   Typed or computer generated    Balanced margins with eye appeal    Format highlights strengths and information    Appropriate fonts and point size used with variety |   Typed or computer generated    Balanced margins    Format identifies strengths and information    Appropriate fonts and point size used |   Typed or computer generated    Somewhat balanced margins    Format identifies strengths and information    No variation in fonts and/or point size |   Typed or computer generated    Unbalanced margins    Format detracts from strengths and information    Fonts distract from readability |  |
| Ranking Points | **10** | **8** | **7** | **6** |  |
| **JOB-SPECIFIC / VOLUNTEER INFORMATION** |   All action phrases used to describe duties and skills    Information demonstrates ability to perform the job    Professional terminology used when describing skills |   1-2 duties/skills lack action phrases    Information demonstrates ability to perform the job    Some professional terminology used when describing skills |   3-4 duties/skills lack action phrases    Some information demonstrates ability to perform the job |   5-6 duties/skills lack action phrases    Information does not clearly demonstrate ability to perform the job |  |
| Ranking Points | **15** | **12** | **11** | **10** |  |
| **RESUME CONTENT** |     Heading, objective, skills, experience, and education covered in detail      Extra information given to enhance resume |     Heading, objective, skills, experience, and education covered in some detail      Extra information given to enhance resume |     Heading, objective, skills, experience, and education covered with little detail      Minimal extra information given to enhance resume |     Missing one of the following:  heading, objective, experience, or education      No extra information given to enhance resume |  |
| Ranking Points | **15** | **12** | **11** | **10** |  |
| **SPELLING & GRAMMAR** |   No spelling errors    No grammar errors |   1-2 spelling errors    1-2 grammar errors |   3-4 spelling errors    3-4 grammar errors |   5-6 spelling errors    5-6 grammar errors |  |
| Ranking Points | **10** | **8** | **6** | **4** |  |
|  | | | | | **TOTAL SCORE:** |

**Comments:**