**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:**