

Résumé Rubric Name: _____ Type: _____ Date: _____

Criteria	Level 0	Level 1	Level 2	Level 3	Level 4
KNOWLEDGE	The Résumé ...				
Type		▶ was a poor match between the type (functional, chronological, or combination) and the information provided	▶ was a satisfactory match between the type (functional, chronological, or combination) and the information provided	▶ was a good match between the type (functional, chronological, or combination) and the information provided	▶ was an excellent match between the type (functional, chronological, or combination) and the information provided
Following Directions		▶ was created following few of the guidelines and outline of the specific type chosen	▶ was created following some of the guidelines and outline of the specific type chosen	▶ was created following most of the guidelines and outline of the specific type chosen	▶ was created following all of the guidelines and outline of the specific type chosen
COMMUNICATION	The Résumé ...				
Errors		▶ contains many spelling & grammar errors	▶ contains some spelling & grammar errors	▶ contains very few spelling & grammar errors	▶ contains no spelling & grammar errors
Skills Details	▶ is missing skills information	▶ contains little detail on skills information	▶ contains satisfactory detail on skills information	▶ contains good detail on skills information	▶ contains excellent detail on skills information
Education Details	▶ is missing education information	▶ contains little detail on education information	▶ contains satisfactory detail on education information	▶ contains good detail on education information	▶ contains excellent detail on education information
Work/Volunteer Details	▶ is missing work/volunteer information	▶ contains little detail on work/volunteer experience	▶ contains satisfactory detail on work/volunteer experience	▶ contains good detail on work/volunteer experience	▶ contains excellent detail on work/volunteer experience
Activities & Interest Details	▶ is missing activities and interests information	▶ contains little detail on activities and interests information	▶ contains satisfactory detail on activities and interests information	▶ contains good detail on activities and interests information	▶ contains excellent detail on activities and interests information

Created by Antony Caruso

Most Consistent
LEVEL: _____

_____ %

Teacher Signature

Parent Signature