

Name_____

Period_____

Date_____

Resume Grading Rubric

1= Not Yet 2= Almost meets Criteria 3= Meets Criteria most of the Time 4= Meets Criteria
5= Exceeds Criteria

Effective use of class time	1	2	3	4	5
Completed on time	1	2	3	4	5
Appropriate font size	1	2	3	4	5
Concise; No more than one page	1	2	3	4	5
Use of underlines, bold, caps	1	2	3	4	5
Grammar & Spelling	1	2	3	4	5
Contact Information	1	2	3	4	5
Effort	1	2	3	4	5
Overall Appearance	1	2	3	4	5
Planning (sloppy copy)	1	2	3	4	5

Total Points_____

Comments:_____

Resume

Objective: Students will create a one page personal resume. A resume is a picture of you on paper.

Materials: Two sided resume worksheet with a completed resume on one side and a template with lines to be filled with your personal information.

Outcome: Produce a one page typed resume using Mt Si High School's resume template.

Points: This product is worth 50 points.

Due Date: _____