

# Career Resume Grading Rubric

	Advanced (4)	Proficient (3)	Basic (2)
<b>Please to the eye</b> Followed the template from Google Docs	<b>Advanced</b> Proper Spacing	<b>Proficient</b> Either categories are not clearly defined or points not bulleted.	<b>Basic</b> Does not follow clear and concise format.
<b>Spelling/Grammar</b>	<b>Advanced</b> Assignment is complete and without any spelling errors.	<b>Proficient</b> Assignment is complete and has only two or three spelling errors.	<b>Basic</b> Assignment is complete and has only five or six spelling errors.
<b>Attractiveness and proper order</b> The information is in proper order.	<b>Advanced</b> Text fonts & sizes are well chosen, exceptionally attractive, neat work.	<b>Proficient</b> Text fonts & sizes are readable, attractive format.	<b>Basic</b> Some effort to make text fonts and sizes readable, attractive, however, it is difficult to read, distracting, unattractive format, or not neat.
<b>Heading</b>	<b>Advanced</b> First and Last name. Contact information: address, phone number, email address	<b>Proficient</b> Missing 1 element of the heading	<b>Basic</b> Missing 2 elements of the heading
<b>Education</b>	<b>Advanced</b> At least 3 bullet points of ACCURATE information	<b>Proficient</b> Only 2 bullet points, information is inaccurate	<b>Basic</b> Only one bullet point, all information is inaccurate
<b>Work Experience</b>	<b>Advanced</b> At least 3 bullet points of ACCURATE information	<b>Proficient</b> Only 2 bullet points, information is inaccurate	<b>Basic</b> Only 1 bullet points, information is inaccurate
<b>Special Skills and Competences</b>	<b>Advanced</b> At least 3 bullet points of ACCURATE information	<b>Proficient</b> Only 2 bullet points, information is inaccurate	<b>Basic</b> Only 1 bullet points, information is inaccurate
<b>Awards/Leadership</b>	<b>Advanced</b> At least 3 bullet points of ACCURATE information	<b>Proficient</b> Only 2 bullet points, information is inaccurate	<b>Basic</b> No Awards/Leadership Skills/Positions listed, information is inaccurate