Résumé Rubric

Name: _____   Co-op Teacher: _____

Achievement Categories	Level 1 (50-59%)	Level 2 (60-69%)	Level 3 (70-79%)	Level 4 (80-100%)
Knowledge/Understanding Includes key components with sufficient information: ❑ Personal Information ❑ Objective ❑ Skills ❑ Education ❑ Experience/Awards/ Extra-Curricular activities ❑ [Exit résumé updated with Cooperative Education experience]	❑ Demonstrates a limited understanding of résumé development (includes key components with a limited amount of required information)	❑ Demonstrates a satisfactory understanding of résumé development (includes key components with some of the required information)	❑ Demonstrates a thorough understanding of résumé development (includes key components with most of the required information)	❑ Demonstrates a a high degree of understanding of résumé development (includes key components with required information
Thinking/Inquiry ❑ Résumé contents reflect Cooperative Education placement Or for Exit Résumé… ❑ Résumé contents reflect career goals for Exit résumé ❑ Makes connections between previous experience and skills development	❑ Draws connections among skills, previous experience, interests and the placement requirements with limited effectiveness	❑ Draws connections among skills, previous experience, interests and the placement requirements with some effectiveness considerable effectiveness	❑ Draws connections among skills, previous experience interests and the placement requirements with considerable effectiveness	❑ Draws connections among skills, previous experience, interests and the placement requirements with a high degree of effectiveness
Application Applies current technology to create effective layout and design including: ❑ Balanced white space ❑ Appropriate font(s) for emphasis and readability ❑ Effective spacing, use of bullets, and visual enhancements (bolding, underline etc.) ❑ Appropriate choice of résumé paper ❑ Headings	❑ Uses word processing technology for layout and design with limited effectiveness	❑ Uses word processing technology for layout and design with some effectiveness	❑ Uses word processing technology for layout and design with considerable effectiveness	❑ Uses word processing technology for layout and design with a high degree of effectiveness
Communication Use of appropriate conventions for résumé writing include: ❑ Point form ❑ Appropriate vocabulary ❑ Edited for grammar, spelling, capitalization and punctuation ❑ Action words used to describe skills and experiences	❑ Communicates information using résumé conventions with limited clarity Uses language with limited accuracy	❑ Communicates information using résumé conventions with with some clarity Uses language with some accuracy	❑ Communicates information using résumé conventions with considerable clarity Uses language w considerable accuracy	❑ Communicates information using résumé conventions with a high degree of clarity Uses language with a high degree of accuracy

Teachers Comments and Next Steps: