|  |  |  |  |
| --- | --- | --- | --- |
| Category | Target (5-4 pts) | Acceptable (3-2 pts) | Unacceptable (1 pt) |
| Heading | Contains the HEADING with the writer's own contact information, including address and telephone number. Email is included and appropriate. Formatting is done well. | Contains the HEADING with writer’s own contact information, but is missing one of the requirements | Contains the HEADING with writer’s own contact information, but is missing at least two of the requirements |
| Education Experience | Education section includes name and location of high school, year of anticipated graduation, type of diploma and college information (if applicable). GPA is included if it is above a 3.0. Formatting is done well. | Section is missing at least one of the requirements | Section is missing at least two of the requirements |
| Work / Volunteer Experience | Experience section details a complete list of previous work experience, including the contact information and job title. Jobs are listed in reverse chronological order with month and date (starting with most recent.) Verbs are used in the right tense to state responsibilities and duties. Formatting is done well. | Appropriate experience is listed but at least one of the required pieces is missing **OR** there are errors with formatting. | Too little experience is included; verbs may be weak or verb tense may be incorrect; important information may be missing. |
| Skills / Abilities / Activities | Contains at least two of the following sections: AWARDS, SKILLS or ACTIVITIES. Specific examples are provided with dates, if appropriate. Formatting is done well. | Contains only one of the following sections: AWARDS, SKILLS or ACTIVITIES. Specific examples are provided with dates, if appropriate, **OR** there are errors with formatting. | Contains at least one of the sections but does not give specific examples and/or details. |
| Mechanics | Writing represents consistent command of spelling, capitalization, punctuation, grammar, usage, and syntax. | There are minor errors in mechanics that do not distract from the overall writing. | There are multiple errors in spelling, capitalization, punctuation, grammar, usage and/or syntax. |
| Format | Complies with all the requirements for the resume template given by the counselor. The resume is completely organized | Complies with almost all the requirements for the resume template given by the teacher. The resume is mostly organized. | Complies with less than 75% of the requirements for the resume template given by the teacher. The resume is not organized at all. |

Total: /30