**Resume GradingRubric**

**Contact Information-**

* Name, address
* Phone number & Email
* Center Aligned top of resume (10) \_\_\_\_

**Education-**

* Full name of school,
* Graduation date
* GPA (5) \_\_\_\_

**Experience-**

* Heading line: title & dates
* Followed by bulleted list of work
* Begin each bullet point with an active verb (20) \_\_\_\_

**Activities-**

* State activity (extracurricular etc..) associations
* Years completed (5) \_\_\_\_

**Volunteer-**

* Experiences (what your did when volunteering)
* Where you volunteered & years

**Awards-**

* State name of awards won
* The year received (5) \_\_\_

**Proofread-**

* Punctuation
* Correct Spelling (20) \_\_\_

**Format-**

* Consistency with style and format
* Professional Font, size 10-12, Bolded words
* Bullet points correctly done (20) \_\_\_

**Overall-**

* Resume looks professional
* Resume is complete with specifics
* Contain all valuable information (10) \_\_\_

**Total \_\_\_\_\_\_**