

**Assessment Rubric: Resume (25%)**

Name and SID: \_\_\_\_\_

Criteria	Excellent / Very Good (A / A-)	Good (B+ / B / B-)	Fair (C+ / C / C-)	Pass (D+ / D)	Fail (F)
<b>Content</b>  Score: ____/30	The resume includes all relevant personal and professional information.	The resume includes most relevant personal and professional information.	The resume includes some relevant personal and professional information.	The resume is missing relevant personal and/or professional information.	The resume is incomplete or contains irrelevant personal and/or professional information.
	The objective statement (if any), education background, work experience, and skills are all clear and relevant to the job.	The objective statement (if any), education background, work experience, and skills are mostly clear and relevant to the job.	The objective statement (if any), education background, work experience, and skills are somewhat clear and relevant to the job.	The objective statement (if any), education background, work experience, and skills are unclear and not relevant to the job.	The objective statement (if any), education background, work experience, and skills are absent or poorly presented and irrelevant to the job.
	The resume provides an effective response to the job requirements and skilfully incorporates relevant keywords.	The resume provides an adequate response to the job requirements and incorporates relevant keywords.	The resume provides a somewhat adequate response to the job requirements and incorporates some keywords.	The resume does not provide an adequate response to the job requirements nor use sufficient keywords.	The resume provides an inadequate and/or incomplete response to the job requirements with little or no attempt to use keywords.
<b>Organisation</b>  Score: ____/30	The resume is well-structured with effectively arranged sections to ensure overall clarity and coherence.	The resume is mostly well-structured with well-arranged sections to ensure overall clarity and coherence.	The resume is somewhat structured, but the arrangement of sections may not ensure overall clarity or coherence.	The resume is not adequately structured, and the arrangement of sections does not ensure overall clarity or coherence.	The resume lacks an appropriate structure and sections are either unclear or missing.
	The information is presented in a logical sequence adhering to a reverse chronological order.	The information is presented in a mostly logical sequence adhering to a reverse chronological order.	The information is presented in a somewhat logical sequence but may not adhere to a reverse chronological order.	The information is presented in a confusing or ineffective sequence that does not adhere to a reverse chronological order.	The information presented is incomplete making it difficult to understand the sequence of information.

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	The information is skilfully arranged, ordered and listed strategically to highlight key details and accomplishments.	The information is somewhat skilfully arranged, ordered, and listed to highlight key details and accomplishments.	The information is adequately arranged, ordered and listed, but some key details and accomplishments could be better highlighted.	The information is not adequately arranged, ordered and listed, and key details and accomplishments are not well highlighted.	The information is not arranged, ordered or listed, and fails to highlight key details and accomplishments.
<b>Language</b> <b>Score: ____/30</b>	The resume is free of errors in grammar, spelling, and punctuation.	The resume has only minor errors in grammar, spelling, and punctuation.	The resume has some errors in grammar, spelling, and punctuation, but they do not significantly detract from the overall quality.	The resume has numerous errors in grammar, spelling, and punctuation that significantly detract from the overall quality.	The resume has numerous errors in grammar, spelling, and punctuation that make it unreadable.
	Key accomplishments are described in specific, quantifiable language with a skilful and appropriate use of action verbs.	Key accomplishments are described in somewhat specific, quantifiable language with an appropriate use of action verbs.	Key accomplishments are described in a somewhat general manner with limited use of specific, quantifiable language and action verbs.	Key accomplishments are described in a vague or unclear manner with little use of specific, quantifiable language and action verbs.	Key accomplishments are inadequately described or not described and little to no attempt is made to use action verbs.
	The language is professional and thoughtful and avoids using empty, overused, and clichéd words and phrases.	The language is mostly professional and thoughtful and avoids using empty, overused, and clichéd words and phrases.	The language is somewhat professional and thoughtful but may include some empty, overused, or clichéd words and phrases.	The language is neither professional nor thoughtful and/or includes many empty, overused, and clichéd words and phrases.	The language is unprofessional and/or inappropriate for a resume.
<b>Presentation Style</b> <b>Score: ____/10</b>	The resume is visually appealing and easy to read.	The resume is mostly visually appealing and easy to read.	The resume is somewhat visually appealing and easy to read.	The resume is not visually appealing and difficult to read.	There is little to no attempt to make the resume visually appealing or readable.
	The formatting is consistent and professional throughout.	The formatting is mostly consistent and professional throughout.	The formatting may not be entirely consistent or professional throughout.	The formatting is inconsistent and unprofessional.	There is little to no attempt to use a resume format.

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<b>Comments</b>		
<b>Mark Deductions</b>	<input type="checkbox"/> Submitted __ day(s) late (deduct 3 points for each day late) <input type="checkbox"/> Exceeded one page (deduct 1 point per 1/3 page extra up to a maximum of 3 points) <input type="checkbox"/> Submitted as wrong file type (deduct 2 points) <input type="checkbox"/> Saved with wrong file name (deduct 2 points)	
<b>Sub-score: ____/100</b>	<b>Marks Deducted: ____</b>	<b>Overall Score and Grade: ____/100 (__)</b>