**Career Readiness Materials: Grading Rubric**

**Content:**

\_\_\_\_\_ The identifying information should contain your name and e-mail address(es)

\_\_\_\_\_ The resume should include a clear statement of job objectives or a summary of credentials--

\_\_\_\_\_ The education section should include the following:

the degree

institution and its location

(anticipated) date of graduation

any other information that will help a reader appreciate specific qualifications

\_\_\_\_\_ The employment section should include the following for each job:

the dates of employment

the organization’s name and location and your position/title

an ACTIVE VERB description of duties and accomplishments

\_\_\_\_\_ The resume should include any other appropriate sections, such as computer skills and abilities, military service, language skills, or honors.

\_\_\_\_\_ NO GRAMMATICAL MISTAKES! NO PROOFREADING ERRORS!

**Design:**

\_\_\_\_\_ The resume should have effective alignment through indentation and spacing

\_\_\_\_\_ The layout should be balanced, both horizontally and vertically, on the screen/page

\_\_\_\_\_ There should be adequate “white” space, allowing for effective proximity/grouping

\_\_\_\_ The resume should use contrast effectively in font choices (sizes, types, formats)

\_\_\_\_\_ The resume should use professional-looking font choices (and colors, for online version)

**In addition:**

\_\_\_\_ you have created a LinkedIn site, noted on either your print or online resume or both OR

\_\_\_\_\_you made an appointment through SHipConnects to meet with an alumni (provide some evidence)

Remember that this resume (at least on WIX) should continue to be revised throughout the semester—make it an ongoing part of your professional profile!