

Resume Project

RESUME RUBRIC: Student: J. Cooper

Points (100)

Points	Expectations	Student Score
10	<ul style="list-style-type: none">● Opening/Intro Includes name, address, telephone, email, mailing address	10
10	<ul style="list-style-type: none">● Objective Objective is focused, targeted, and concise	10
20	<ul style="list-style-type: none">● Education section emphasizes relevant coursework, GPA if better than average, what degree student expects to attain.<ul style="list-style-type: none">○ Education is put before employment unless student has extensive career-related job experience.○ Education is listed chronologically and all institution/degree info is listed.	20
20	<ul style="list-style-type: none">● Work experience, if applicable, includes job titles, locations, list of duties or accomplishments<ul style="list-style-type: none">○ Work experience included is most relevant to job target	20
20	<ul style="list-style-type: none">● Format 1- page Balanced, white space, good font choices, pleasing design	20
20	<ul style="list-style-type: none">● Grammar and punctuation, No spelling errors, No grammatical errors, Word processing mechanics are perfect	20

Total Point: 100

Comments: Student Comments listed in Google Classroom. Great Job on building your resume!