

Name \_\_\_\_\_

Date \_\_\_\_\_

### Résumé Rubric

Objectives	4 pts. Excellent	3 pts. Good	2 pts. Needs Some Improvement	1 pt. Needs Much Improvement	N/A	Pts.
All and only important résumé parts are included.						
Order of résumé parts fits the applicant's assets and position.						
Résumé items highlight strengths of the applicant.						
White space, margins, and tabs used effectively and attractively.						
Strong action verbs are used.						
Information is clearly provided.						
<b>Total Points (24 pts.)</b>						

Comments: