

AODS/PSYC/SOC 140-298-299 – Functional Resume Rubric

NAME _____ TOTAL _____/40

CRITERIA	EXCELLENT	GOOD	SATISFACTORY	MINIMUM
PRESENTATION/ FORMAT	Computer generated with balanced margins, with eye appeal. Appropriate font and point size is used throughout. Spacing allows for use of white space. Format is overall easy to read and professional. Correct use of bullets is utilized. No spelling /grammar errors.	Computer generated with mostly balanced margins, font and point size and use of white space. Format is mostly easy to read and most bullets are correctly utilized. Overall format is good and small enhancements would improve professional look. 1-2 spelling /grammar errors.	Computer generated with somewhat balanced margins; font and point size and use of white space could be improved. Format is somewhat easy to read but some changes would improve the professional look. 2-3 spelling /grammar errors.	Computer generated with unbalanced margins. Format detracts from content. Fonts distract from readability. White space is not utilized. Bullets may not be used correctly. Needs revision to be satisfactory. More than 3 grammar errors.
Points	20	15	10	5
RESUME CONTENT	Functional resume content is complete and correct including all areas below. No spelling /grammar errors. Resume is targeted to a specific job. Resume includes 1) a summary of qualifications which includes 5-7 unique qualifications 2) section listing at least three skill categories using bullet statements beginning with an action word. 3) Work history is complete starting with most recent job. (no bullets used). 4) Education and training lists names of degree including High School, institution and year attained. Palomar College coursework is included.	Functional resume content is mostly complete but some areas below require revision. 1-2 spelling /grammar errors Resume is targeted to a specific job. Resume includes: 1) a summary of qualifications which includes 5-7 unique qualifications 2) section listing at least three skill categories using bullet statements beginning with an action word. 3) Work history is complete starting with most recent job. (no bullets used). 4) Education and training lists names of degree including High School, institution and year attained. Palomar College coursework is included	Resume content is minimally complete and requires revision of areas below. 2-3 spelling /grammar errors. Resume is targeted to a specific job. Resume includes 1) a summary of qualifications which includes 5-7 unique qualifications 2) section listing at least three skill categories using bullet statements beginning with an action word. 3) Work history is complete starting with most recent job. (no bullets used). 4) Education and training lists names of degree including High School, institution and year attained. Palomar College coursework is included.	Resume content is not complete and requires major revision. More than 3 spelling /grammar errors. Resume is targeted to a specific job. Resume includes 1) a summary of qualifications which includes 5-7 unique qualifications 2) section listing at least three skill categories using bullet statements beginning with an action word. 3) Work history is complete starting with most recent job. (no bullets used). 4) Education and training lists names of degree including High School, institution and year attained. Palomar College coursework is included.
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