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| **Resume Rubric** | | |  |  | |  |  |
|  | **Superior** | **Value** |  |  | |  |  |
| **Focus** | **Resume has a ONE sentence objective statement:** Which uses the formula (A position where X, Y, & Z, would be required). Where X, Y, & Z, **are the top 3 skills** required by the employer. | |  | | --- | | 4 | |  |  | |  |  |
| The **Skills** section contain the next top3 skills in sentence format using power words. **These skills or** qualifications and abilities which are needed by the employer (and you researched the employer’s needs) and you can show me your **skills web** to show where you earned them. | 5 |  |  | |  |  |
| **Format** | The whole document is consistently formatted. All headings are in the same font, all content starts in the same manner and is consistently spaced. If your resume is 2 pages in length, then the **…2** appears on the first page And the 2nd page is numbered. | 3 |  |  | |  |  |
| Your Name, Address, Phone number, address, and Email address are present and correct. **And the email address is an appropriate name.** | 2 |  |  | |  |  |
| **Work Experience or Experience section includes** All relevant experience with dates and company names. This is the Proof section of the resume so all skills highlighted in the Assertion section (Objective and Skills/Summary) must appear here, preferably in short declarative sentences describing your abilities, accomplishments, and skills acquired from these experiences - using power words to sell yourself for the position. | |  | | --- | | 4 | |  |  | |  |  |
| **Mechanics** | Absolutely no spelling mistakes, no grammatical mistakes, and no formatting mistakes. It Looks Perfect! (see Template) | 2 |  |  | |  |  |
|  |  |  |  |  | |  |  |
| **Note:** | **Total \_\_\_\_/ 20** |  |  |  | |  |  |
| Remember, Your resume is an all or nothing endevour. You should expect nothing less than perfect for your resume. The employer will only interview the best candidates, so you need to make sure there is every reason to call you for an interview. This rubric only shows the superior class, because I will accept nothing less than the employer. We will work on this until we all achieve a successful superior resume! | | | | |