

**Resume Grading Rubric
TCO 341**

Points (50)	Elements of Review	
(5)	Opening/Intro	Includes name, address, telephone, email, mailing address
(5)	Objective	Objective is focused, targeted, and concise
(10)	Education	<p>Education section emphasizes <i>relevant</i> coursework, GPA if better than average, what degree student expects to attain.</p> <p>Education is put <i>before</i> employment unless student has extensive career-related job experience.</p> <p>Education is listed chronologically and all institution/degree info is listed.</p>
(10)	Work	<p>Work experience includes job titles, locations, list of duties or accomplishments</p> <p>Work experience included is most relevant to job target</p>
(10)	Format	<p>1-2 pages</p> <p>Balanced, white space, good font choices, pleasing design</p>
(10)	Grammar and punctuation	<p>No spelling errors</p> <p>No grammatical errors</p> <p>Word processing mechanics are perfect</p>