

Resume Rubric

Communications Module 4.2

	100	80	60	0
Appearance	Easy to read with consistent font. Looks professional.	Mostly easy to read and looks mostly professional.	Some information is messy and/or not in the correct places.	Difficult to read and understand.
Categories	Has all main categories including name and personal information, job skills, education, work experience and other appropriate information.	May be missing one or more of the main categories.	Missing some of the main categories.	Missing several of the main categories.
Correctness	No spelling mistakes. Information is correct and in logical order. Details are included when appropriate.	Some spelling mistakes. The information is not in an order that is easy to read. Some details may be missing.	Several spelling mistakes. Information is not easy to find.	Many mistakes and information is not organized.