

RESUME SCORING RUBRIC (counts as 10% of total score)

Criteria	1 point	2 Points	3 Points	4 Points	SCORE
<p>PERSONAL INFORMATION:</p> <p>Name, address, city, state, zip, phone & email</p>	Resume does not address or provide personal information	Resume minimally addresses or provides personal information	Resume adequately addresses or provides personal information	Resume strongly addresses or provides personal information	
<p>WORK AND EDUCATION EXPERIENCE</p> <p><i>Employment:</i> All workplace names, dates, responsibilities, and skills required</p> <p><i>Education:</i> High school courses, technical classes, honors, AP and dual-enrollment, etc.</p>	Resume does not address or provide employment or education experiences No specific examples of employment (formal or informal employment) with dates, responsibilities and skills required No specific examples of high school courses identified	Resume minimally addresses or responds to employment and/or education experiences: Few examples of employment (formal or informal employment) with dates, responsibilities and skills required Few specific examples of high school courses previously taken or currently being taken	Resume adequately addresses or responds to employment and/or education experiences: Adequate specific examples of employment (formal or informal employment) with dates, responsibilities and skills required Adequate specific examples of high school courses previously taken or currently being taken	Resume strongly addresses or responds to employment and/or education experiences: Strong specific examples of employment (formal or informal employment) with dates, responsibilities and skills required Strong specific examples of high school courses previously taken or currently being taken	
<p>LEADERSHIP AND SCHOOL/COMMUNITY INVOLVMENT</p> <p><i>Such as:</i></p> <p>Volunteerism, activism, awards</p> <p>Membership and Leadership in community, school, club, organization or church groups including sports</p>	Resume does not address or provide information on involvement within the school or community nor leadership experiences	Resume minimally addresses or provides information on involvement within the school or community or leadership experiences	Resume adequately addresses or provides information on involvement within the school or community or leadership experiences	Resume strongly addresses or provides information on involvement within the school or community or leadership experiences	

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GOALS AND ASPIRATIONS <i>Such as:</i> <i>Immediate goals</i> <i>Post-Secondary goals</i> <i>Career goals</i> <i>Personal goals</i> <i>Aspirations for Life</i>	Resume does not address or provide information on applicant's goals and aspirations	Resume minimally addresses or provides information on applicant's goals and aspirations	Resume adequately addresses or provides information on applicant's goals and aspirations	Resume strongly addresses or provides information on applicant's goals and aspirations	
TOTAL SCORE					