Rubric: Resume Assignment

	DOES NOT MEET	MEETS	EXCEEDS
COMPLETION	• Student has not answered or has partially answered the questions. • Answers do not include sufficient details and/or examples.	• Student has answered all of the questions. • All answers include some details and/or examples.	• Student has answered all of the questions. • Answers include critically thought out and relevant details and/or examples.
WRITING	• Writing contains many mechanical errors. • Writing is extremely difficult to comprehend.	• Writing contains some minor mechanical errors. • Writing is easy to comprehend.	• Writing contains few or no mechanical errors. • Writing is easy to comprehend.
CAREER FOCUS	• Student makes little or no attempt to reflect on what headers they intend to include on their resume, skills to highlight, or key experiences and accomplishments. • Student makes little or no attempt to reflect and summarize what they learned from the assignment. • Student does not create a resume.	• Student briefly answers what headers they intend to include in their resume, what skills they will highlight, and key experiences and accomplishments. • Student reflects superficially and at a high level on what they learned from the assignment. • Student creates a resume without using best practices discussed in the Developing Application Materials modules.	• Student creates critically thought out and reflective, detailed answers on what headers they intend to include in their resume, what skills they will highlight, and key experiences and accomplishments. • Student thoughtfully assesses what they learned from the assignment. • Student creates a strong resume applying the best practices discussed in the Developing Application Materials modules.