

## Completing the Resume Process Rubric

	<b>1</b> <b>Unsatisfactory</b> (does not complete the assignment requirements)	<b>2</b> <b>Satisfactory</b> (fulfills the assignment requirements)	<b>3</b> <b>Very Good</b> (high-quality assignment)	<b>4</b> <b>Honours</b> (goes beyond the assignment requirements)
<b>Overall Appearance: Format</b>	Resume is unappealing and plain, many inconsistencies and lack of fluidity	Resume is somewhat appealing, appearance of formatting plan, some inconsistencies	Resume is visually appealing. Standard formatting, "clean" looking	Resume is outstanding. Formatting is eye-catching and professional, attention paid to consistency
<b>Overall Appearance: Content</b>	Almost no checklist criteria are met	Some checklist criteria are met	Most checklist criteria are met	All checklist criteria are met
<b>Resume Specifics: Format</b>	Almost no checklist criteria are met	Some checklist criteria are met	Most checklist criteria are met	All checklist criteria are met
<b>Resume Specifics: Content</b>	Almost no checklist criteria are met	Some checklist criteria are met	Most checklist criteria are met	All checklist criteria are met
<b>Writing Process &amp; Overall Effort</b>	The student has not shown evidence of using the writing process	The student has used some of the writing process, or has used the writing process ineffectively	The student has used some method of pre-writing and spent time drafting and editing/revising the composition before publishing	The student has shown outstanding use of the writing process
<b>Ability to Modify Resume</b>	Student is unable to modify their resume to match employers needs	Student requires much assistance to modify their resume to match employers needs	Student requires some assistance to modify their resume to match employers needs	Student is able to modify their resume independently to match employers needs
<b>TOTAL</b>				<b>/24</b>