**PERRY SERVICE LEARNING RESUME RUBRIC**

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| **SECTIONS** | **A (4)** | **B (3.5)** | **C (3)** | **D (2.5)** |
| **Contact Information** | * Includes one name, address, email, and phone number * Name stands out * Professional-sounding email address | Missing 1 of the following:   * Includes one name, address, email, and phone number * Name stands out * Professional-sounding email address | Missing 2 of the following:   * Includes one name, address, email, and phone number * Name stands out * Professional-sounding email address | Missing 3 of the following:   * Includes one name, address, email, and phone number * Name stands out * Professional-sounding email address |
| **Skills Section** | * Identifies at least 2 hard skills (i.e. software, language [other than English], equipment, etc.) * Identifies at least 2 soft skills (i.e. people skills or social skills) * Listings are concise | Missing 1 of the following   * Identifies at least 2 hard skills * Identifies at least 2 soft skills * Listings are concise | Missing 2 of the following   * Identifies at least 2 hard skills * Identifies at least 2 soft skills * Listings are concise | Missing 3 of the following   * Identifies at least 2 hard skills * Identifies at least 2 soft skills * Listings are concise |
| **Experience**  **Section** | * Used reverse chronological order * At least 2 bullets for each experience describing duties, skills performed or acquired, and outcomes in measurable terms * Entries list organization name, location, position title, and dates | Missing 1 of the following:   * Used reverse chronological order * At least 2 bullets for each experience describing duties, skills performed or acquired, and outcomes in measurable terms * Entries list organization name, location, position title, and dates | Missing 2 of the following:   * Used reverse chronological order * At least 2 bullets for each experience describing duties, skills performed or acquired, and outcomes in measurable terms * Entries list organization name, location, position title, and dates | Missing 3 of the following:   * Used reverse chronological order * At least 2 bullets for each experience describing duties, skills performed or acquired, and outcomes in measurable terms * Entries list organization name, location, position title, and dates |
| **Education Section** | * Includes name, location, and class year at PHS * If listed, GPA is in proper format * Honors and awards with dates and description * Highlights challenging and/or unique courses | Missing 1 of the following:   * Includes name, location, and class year at PHS * If listed, GPA is in proper format * Honors and awards with dates and description * Highlights challenging and/or unique courses | Missing 2 of the following   * Includes name, location, and class year at PHS * If listed, GPA is in proper format * Honors and awards with dates and description * Highlights challenging and/or unique courses | Missing 3 of the following   * Includes name, location, and class year at PHS * If listed, GPA is in proper format * Honors and awards with dates and description * Highlights challenging and/or unique courses |
| **Details** | * Resume shared with Trent/Soeder by 3pm on Tue. * Resume fills 1 page * Bullets use strong action verbs * No spelling, punctuation, capitalization, or grammar errors (i.e. correct tense, no personal pronouns, no extraneous words) | Missing 1 of the following   * Resume shared with Trent/Soeder by 3pm on Tue. * Resume fills 1 page * Bullets use strong action verbs * No spelling, punctuation, capitalization or grammar errors (i.e. correct tense, no personal pronouns, no extraneous words) | Missing 2 of the following   * Resume shared with Trent/Soeder by 3pm on Tue. * Resume fills 1 page * Bullets use strong action verbs * No spelling, punctuation, capitalization, or grammar errors (i.e. correct tense, no personal pronouns, no extraneous words) | Missing 3 of the following   * Resume shared with Trent/Soeder by 3pm on Tue. * Resume fills 1 page * Bullets use strong action verbs * No spelling, punctuation, capitalization, or grammar errors (i.e. correct tense, no personal pronouns, no extraneous words) |

PO #7: Demonstrate command of conventions of standard English when writing.  
PO #22: Demonstrate what you have accomplished and the impact of your work in a public setting. TOTAL SCORE: \_\_\_\_\_\_\_ OUT OF 20