**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)
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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