

How's My Resume?

Student Name: _____



Students:

Use the CDEV resume videos and resources to create a high-quality resume. Next, use the rubric below to self-evaluate your work and make adjustments as needed.

Program Administrators:

Based on the CDEV resume videos and resources provided, use this rubric to evaluate the student's resume. Give specific feedback on any edits needed in each section, and work with the student to create a high-quality final resume. Students must receive a minimum score of "Progressing" in each section in order to successfully complete this activity.

	Lacking	Developing	Progressing	Great
Points Possible	0	3	4	5
Format	Most or All content incomplete or incorrect	2+ corrections needed	1 correction needed	<ul style="list-style-type: none"> - One full page, but not crowded - No spelling or grammar mistakes - Content neatly organized and aligned to margins - Font size and style consistent and professional - Conservative use of bold, italics, underline
Score →	Score: _____			
	Lacking	Progressing		Great
Points Possible	0	1		2
Identification	Most or All content incomplete or incorrect	1+ correction needed		<ul style="list-style-type: none"> - Prominent name - Professional email address - City & State - Phone Number - If applicable, links for professional online presence - No profile picture
Score →	Score: _____			
	Lacking	Developing	Progressing	Great
Points Possible	0	1	2	3
Education	Most or All content incomplete or incorrect	2+ corrections needed	1 correction needed	<ul style="list-style-type: none"> - Degree type(s) - School name(s) - Start and/or completion dates - High School removed (unless current high school student)
Score →	Score: _____			
	Lacking	Developing	Progressing	Great
Points Possible	0	5	8	10
Work, Internship, & Volunteer Experience	Most or All content incomplete or incorrect	3+ corrections needed	1-2 correction neededs	<ul style="list-style-type: none"> - Job titles & dates - Employer names & locations - Bullets start with variety of strong action verbs - No contractions; spell out acronyms - Current jobs use present tense, past jobs use past tense - Define & quantify skills & results: how many, how often, how much - Concise and direct phrases - No personal pronouns
Score →	Score: _____			
	Lacking	Developing	Progressing	Great
Points Possible	0	3	4	5

Skills & Optional Sections	Most or All content incomplete or incorrect	2+ corrections needed	1 correction needed	- 3+ Transferable Skills - 3+ Technical Skills - If applicable, clear and concise Optional Sections content - References not included
Score →	Score: _____			
Next Steps: What (if any) adjustments need to be taken to improve the content and quality of this ePortfolio profile?				
TOTAL SCORE →	TOTAL SCORE: _____			