

Rubric: *What makes for a GREAT RESUME?*

Student _____

Learning Target: I can create a résumé that will help me to gain acceptance to my high school of choice.

	4	3	2	1
LT2: Communicate Ideas	* Name/Heading easily identifiable on top of page.			
	* Objective clearly communicates specific purpose relating to gaining acceptance to high school.			
	* Sections within resume are relevant and organized from most to least important.			
	* Descriptions are communicated clearly, properly using action verbs.			
	* Overall , resume represents person positively and accurately.			
LT3: Tech Products/Skills	* Template : Selected and modified a template in Word or Pages, replacing all filler text.			
	* Format : Consistent and easy to read throughout resume.			
	* Spacing used consistently to improve readability.			
	* Font use is consistent & effective.			
	* Text features (bold, Italics, underline, +) used consistently and effectively to communicate clearly.			
Conventions	*Spelling is correct. *Grammar used appropriately for a resume (in some cases, not according to traditional rules). *Punctuation used appropriately for a resume (in some cases, not according to traditional rules).			

Notes: