Assessment Rubric for Résumé Writing

Task Description: During the semester students are required to build a professional résumé; you will be required to submit several drafts during the semester. **Understand that this document must communicate to an employer what you have learned at SJSU and specifically how that translates into skills that are: transferrable, scalable, and sustainable (as discussed in lecture). This document must be updated several times during the semester.**

Criteria	weight	Exceptional	Admirable	Acceptable	Attempted
Personal Information	5%	☐ Bolded and easily read ☐ Legal name ☐ Professional email ☐ Complete phone number	☐ Easily read ☐ Name ☐ Email ☐ Phone number	☐ Clear ☐ Incomplete name ☐ Incomplete email ☐ Incomplete phone number	☐ Unclear ☐ Missing name ☐ Missing email ☐ Missing phone number
Headings	5%	☐ Each heading serves a purpose for type of résumé ☐ Pertinent information fits job objective or personal statement (job title only) ☐ Information listed in reverse chronological order ☐ Well written descriptions ☐ Criteria submitted meets stated objective	☐ Most headings serve a purpose for type of résumé ☐ Includes pertinent information under each heading ☐ Information in some order ☐ Descriptions fairly well written ☐ Most criteria meets stated objective	☐ Unnecessary headings included or lacking necessary headings ☐ Gaps in pertinent information ☐ Information in random order ☐ Basic descriptions ☐ Some criteria meets stated objective	☐ Incomplete headings ☐ Lacking pertinent information ☐ Information lacks dates ☐ Incomplete descriptions ☐ Criteria not relevant to stated objective

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Uses STAR Method	25%	□ S-explains situation □ T-explains tasks □ A-explains actions □ R- explains solid RESULTS	□ S-explains situation □ T-explains tasks □ A-explains actions □ R- results missing	□ S-explains situation □ T-explains tasks □ A-actions missing □ R- results missing	□ STAR not used
Appearance	15%	□ Typed; format correct □ Thorough and on one page □ Professional font □ Correct grammar, usage, mechanics, spelling □ Well organized	□ Typed; format acceptable □ One page □ Easily read font □ Few grammar, usage, mechanics, spelling errors □ Adequately organized	□ Typed; poor format □ Crowded one page □ Difficult to read font □ Several grammar, usage, mechanics, spelling errors □ Poorly organized	□ Taken from an online document □ More than one page □ Difficult to read □ Obvious grammar, usage, mechanics, or spelling errors □ Lack of organization
Accomplishments stress KSAs	25%	□ Knowledge clearly presented □ Skills presented with outcomes □ Abilities linked with knowledge and skills	□ Knowledge presented □ Skills presented □ Abilities presented	□ Knowledge somewhat presented □ Skills somewhat presented □ Reader confused about your abilities	□ Knowledge not clearly presented □ Skills missing □ Ability missing
Qualifications are targeted: transferrable,	25%	KSAs clearly transferrable KSAs Obviously scalable	KSAs Transferrable KSAs Scalable KSAs Sustainable	KSAs somewhat transferrable	KSAs still underdeveloped

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scalable, and sustainable		KSAs Noticeably sustainable		KSAs somewhat scalable KSAs somewhat sustainable	

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