**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLE 10 Resume Rubric Date: \_\_\_\_\_\_\_\_\_\_\_\_**

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| **Category** | **Goal** | **E** | **FM** | **M** | **AP** | **NM** | **Comments** |
| **Organization**  **/ Completion**  Contact Info, Correct Headings, References, length | Correct contact info, appropriate headings organized in a logical way (most-least important and most-least recent). All important headings including references are present. |  |  |  |  |  |  |
| **Visual Appearance**  Neatness, use of negative space, “readability” | Not more than 2 conservative/readable fonts at a good size, important headings more emphasized, easy to jump to sections & information, straightforward use of bullet points and tables, not too empty or too busy |  |  |  |  |  |  |
| **Statements / Attributes** | Highlights relevant professional skills. Use of transferable skills. Talks yourself up. Use of dynamic verbs. |  |  |  |  |  |  |
| **Spelling / Grammar** | Perfect spelling, proper capitalization and punctuation, no texting language, not too wordy, straight to the point note-form language. |  |  |  |  |  |  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLE 10 Resume Rubric Date: \_\_\_\_\_\_\_\_\_\_\_\_**

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| **Category** | **Goal** | **E** | **FM** | **M** | **AP** | **NM** | **Comments** |
| **Organization**  **/ Completion**  Contact Info, Correct Headings, References, length | Correct contact info, appropriate headings organized in a logical way (most-least important and most-least recent). All important headings including references are present. |  |  |  |  |  |  |
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| **Statements / Attributes** | Highlights relevant professional skills. Use of transferable skills. Talks yourself up. Use of dynamic verbs. |  |  |  |  |  |  |
| **Spelling / Grammar** | Perfect spelling, proper capitalization and punctuation, no texting language, not too wordy, straight to the point note-form language. |  |  |  |  |  |  |