

Resume Rubric**Content** _____/20

- ___ Name, phone, address, and other basic info.
- ___ Clearly defined headings and subheadings
- ___ Dev. of individual's talents and experience
- ___ Incorporation of active past tense verbs

Design _____/20

- ___ Clearly identifiable categories
- ___ Use of font types, styles, and sizes
- ___ Creative use of space
- ___ Creative use of lines, graphics, etc.

Grammar, Spelling _____/20_____/60 **Total****Resume Rubric****Content** _____/20

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