

Scoring RUBRIC for RÉSUMÉ

A professional résumé (sometimes called a vita) follows one of a number of accepted layout formats yet also provides a flavor of the unique person within this structure. See résumé examples in the Office of Career and Counseling Services and the instructor's website for format ideas.

5 Indicators

<u>Indicator# & Standards</u>	<u>Unsatisfactory Quality Indicator</u> Score = 1	<u>Satisfactory Quality Indicator</u> Score = 2	<u>Competent Quality Indicator</u> Score = 3	<u>Exemplary Quality Indicator</u> Score = 4
#1 OSTP 1.1 CF R4B	Résumé includes only 1 piece of the following contact information: telephone number, mailing address, and email.	Résumé includes only 2 pieces of the following contact information: telephone number, mailing address, and email.	Résumé includes all of the following contact information: telephone number, mailing address, and email.	Résumé includes all of the following contact information: telephone number, mailing address, and email near the top of the document close to candidate's name.
#2 OSTP 1.1 CF R4B	Details are provided only on one of the following: position sought, education, expected graduation.	Details are provided only on two of the following: position sought, education, expected graduation.	Provides details on position sought, educational background, projected graduation date (month/year).	Provides clear and comprehensive details on position sought, educational background, projected graduation date (month/year).
#3 OSTP 6.4 CF R3D	Experience section of the résumé provides little information that connects how the experiences support the candidate's potential as a teacher.	Experience section of the résumé provides general information that clearly infers connections between the experiences and the candidate's potential as a teacher.	Experience section of the résumé provides specific information that connects how the experiences support the candidate's potential as a teacher.	Experience section of the résumé provides specific information and subheading explanations that connect how the experiences strongly support the candidate's potential as a teacher.
#4 OSTP 7.3 CF R6B	Candidate provides adequate information on only one of the following: skills, memberships, interests.	Candidate provides adequate information on only two of the following: skills, memberships, interests.	Candidate provides information on skills, memberships, and interests that provides connections to indicate the candidate's interest in teaching.	Candidate provides information on skills, memberships, and interests that provides strong connections to indicate the candidate's interest in teaching.
#5 OSTP 5.4 CF R5A	Résumé appears either professional in appearance or functional in content, but not both.	Résumé has an overall look that suggests it is both professional and functional. It does not stand out.	Résumé has an overall presentation that suggests it is professional and functional. It is clearly above average but not one of the best submitted.	Résumé has an overall presentation that suggests it is very professional and highly functional. It stands out as one of the best submitted.