

Resume

Standard

Students will construct a resume that includes appropriate employable traits.

Task

On the computer, create a resume to use when applying for jobs. You should include your personal/contact information, past and current schooling information, achievements you have earned and activities you have participated in, and references. Remember to use action verbs and format the resume so that it is visually appealing and professional.

Rubric

Criteria	Excellent -3	Satisfactory - 2	Unsatisfactory - 1
Personal Information	Includes all relevant information in a professional manner		Does not include all relevant information in a professional manner
Schooling information	Includes complete schooling information with years attended and school addresses	Includes some schooling information like years attended or school address	Does not include or incomplete schooling information
Achievements and Activities	Complete list of achievements and/or activities with descriptions	Some achievements and/or activities with little description	Little to no achievements and/or activities with no description
References	3 appropriate references are given with contact information	2 appropriate references are given with contact information	1 appropriate reference is given with contact information
Use of action verbs	Used all action verbs	Used a few action verbs	Used no action verbs
Formatting x2	Appropriate spacing, headings, font choice and font size. Professional appearance	Few errors with spacing, headings, font choice, and font size.	Many errors with spacing, headings, font choice, and font size.