

Curriculum Vitae/Resume Rubric

Rank each category with any number from 0-5

Criteria	Not Acceptable (1)	Average (3)	Excellent (5)
<p>Overall Style & Appearance The CV should be easily read, well organized, good line of sight, and consistent formatting</p>	<ul style="list-style-type: none"> • Most sections are formatted inconsistently (use of bold, headings, italics, spacing) • Information is unorganized and inconsistent • Font size is different throughout • Text appears very overcrowded or too spaced out • Bullets/entries appear to not have a dated order • No clear line of sight, bullets and indentions are sporadic 	<ul style="list-style-type: none"> • 1 or 2 areas formatted inconsistently (use of bold, headings, italics, spacing) • Information is somewhat consistent and orderly, some duplication • Font size is different in 1 or 2 areas and much larger or smaller than 10-12pt • Text appears somewhat overcrowded or somewhat spaced out • Most bullets/entries are listed from most to least recent • Most Indentions and bullets are consistent 	<ul style="list-style-type: none"> • Consistent formatting (use of bold, headings, italics, spacing) • Information is presented consistently and orderly in all sections (no duplication of information) • Font is the same size and between 10-12pt • Text isn't overcrowded or too spaced out • Bullets/entries are listed from most to least recent • Indentions and bullets line up appropriately creating a nice line of sight.
<p>Spelling, Punctuation, Grammar, and Mechanics Polished CV with no grammar related mistakes</p>	<ul style="list-style-type: none"> • Contains 3 or more spelling, grammar or punctuation errors • Spacing is inconsistent • Has a pattern of a three or more consistent errors 	<ul style="list-style-type: none"> • Contains 1 or 2 minor errors in spelling, grammar or punctuation • Spacing is somewhat consistent • Has a pattern of a single consistent minor error (ex: different dash or bullet sizes) 	<ul style="list-style-type: none"> • Has no spelling or punctuation errors • Spacing is consistent • No grammar errors • Flows well
<p>Content Addresses information in each of the sections</p>	<ul style="list-style-type: none"> • Shows little evidence of involvement in any areas of school, work, and community • Contains less than 3 sections • Objective does not match with the scholarship competition 	<ul style="list-style-type: none"> • Shows evidence of some involvement but maybe in only one or two areas of school, work, and community • Contains 3-5 sections 	<ul style="list-style-type: none"> • Shows evidence of heavy and well-rounded involvement with school, work, and community • Contains at least 5 sections

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REQUIRED SECTIONS/EXPERIENCE

The CV should contain sections related to: Education, Experience (work or volunteer), Presentations, Publications, Research Experience, Licenses and Certifications, Professional Memberships, Leadership, Rotations, Service, or Awards/Honors

*Wording for sections heading may be different

Education	<ul style="list-style-type: none"> • Most education is included • Student did not include current/incoming education for Campbell • Section contains more than 2 formatting errors and is missing a school, location, graduation date, or degree. 	<ul style="list-style-type: none"> • All education is included • Section contains 1 or 2 minor formatting errors or is missing a school, location, graduation date, or degree. 	<ul style="list-style-type: none"> • All education is included, including their current education (if they are an incoming student they have listed the program) • Section is correctly formatted listing the school, location, graduation date, and degree correctly
Experience (work or volunteer)	<ul style="list-style-type: none"> • Student lists no entries for experience (work or volunteer) • Sections is incorrectly formatted listing the place of work, location, dates, and a brief job description 	<ul style="list-style-type: none"> • Student lists at least 1 entry for experience (work or volunteer) • Sections is mostly formatted listing the place of work, location, dates, and a brief job description 	<ul style="list-style-type: none"> • Student lists at least 2 entries for experience (work or volunteer) • Sections is correctly formatted listing the place of work, location, dates, and a brief job description
Professional Membership	<ul style="list-style-type: none"> • Student does not list involvement with organizations 	<ul style="list-style-type: none"> • Student lists involvement with 1-3 professional organizations 	<ul style="list-style-type: none"> • Student lists involvement with at least 3 professional organizations
Leadership Experience	<ul style="list-style-type: none"> • Student lists no leadership positions in organizations or for events 	<ul style="list-style-type: none"> • Student lists 1-2 leadership positions in organizations or for events 	<ul style="list-style-type: none"> • Student lists at least 3 leadership positions in organizations (ex: president, vice president, event planner, etc.)
Additional Sections (Awards, Publications, Research, Presentations, etc.)	<ul style="list-style-type: none"> • Student additional sections show little to no evidence of involvement in extracurricular activities 	<ul style="list-style-type: none"> • Student additional sections show some evidence of involvement in extracurricular activities 	<ul style="list-style-type: none"> • Student additional sections show strong evidence of involvement in extracurricular activities