

Name _____

Circle: 9th 10th 11th 12th

7th Period Teacher: _____

Resume' Rubric (to be attached to your resumé & headshot)

<u>Item</u>	<u>Points</u>	<u>Points recvd</u>
Your Name (bold, easy to see)	1	
Contact information	2	

The following info should be formatted from the most current to the past.
(Ex. 2007 events are listed 1st, 2006 next, 2005 3rd for each section)

Education	1	
Dance Training	2	
Awards/Honors	1	
Extra Curricular Activities	1	
Interests/Activities	1	
Work Experience/Leadership	1	
References (2 w/ contact info)	2	
Format (easy to read, most current info listed at the top, tabs/spacing, all info on one page)	4	
Spelling/punctuation/editing	4	
Headshot (usually black/white, 8 x 10')	10	

Total Possible 30 Your Total _____