**Academic Prompt with Rubric**

**Resume**

**Assignment Steps**

1. Review the job ad that you selected and identify what the employer requires regarding education, skills, qualifications, etc.

2. Design an experiential resume (following the example from the text, page 32 or 33) that incorporates assigned format/layout and shows how your information fits what the employer is looking for in an applicant based upon your findings in step one.

3. Bring your first draft of your **typed** resume to class to exchange for guided peer review on (*fill in due date).*

4. Make corrections suggested as a result of the in-class peer review, including information additions/deletions, grammar, spelling, and formatting problems.

5. Bring corrected resume (based upon suggestions from text and peer review) to class next class period for guided peer review two.

6. After peer review two, make final adjustments/corrections which will produce your final resume draft that will be used by instructor to evaluate, per the attached rubric, how well each student met the criteria for this assignment.

**Rubric**

Student: Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | 5 | 4 | 3 | 2 | Points &  comments |
| Organization | Information is very organized with well-constructed sections that use the bullets, phrases and sub-headings expected in the layout for an experiential resume; info fits on 1 page. | Information is organized with well-constructed sections but does not follow assigned layout format; info fits on 1 page. | Information is organized, but uses sentences rather than phrases, sub-headings are not consistent, bullets are not used; does not fit on 1 page | The information appears to be disorganized; headings are inconsistent; doesn’t include bullets, uses full sentences not phrases; info does not fit on 1 page. |  |
| Mechanics | Writer makes no errors in capitalization, spelling, & punctuation, so the paper is exceptionally easy to read. | Writer makes 1 or 2 errors in capitalization, spelling, & punctuation, but the paper is still easy to read. | Writer makes a few errors in capitalization, spelling, & punctuation that catch the reader's attention and interrupt the flow. | Writer makes several errors in capitalization, spelling, & punctuation that catch the reader's attention and greatly interrupt the flow. |  |
| Completion | The resume includes all the necessary, (required) information and does not leave any details out. | The resume includes most of the information, but may be missing a few items. | The resume has some of the requirements but may be missing a section or some important information. | The resume is missing many details and does not include many of the required parts. |  |
| Visual appeal | The layout of the resume is eye catching and visually appealing. The resume is laid out so the information is easy to find and understand and follows the examples from class and text. | The layout is somewhat visually appealing but some parts may be confusing or misplaced. | The resume may have some visually appealing characteristics, but overall the information is confusing and hard to understand or find. | The resume is laid out in a confusing manner and not very appealing to look at. |  |
| Peer review | Final draft of resume is accompanied by 2; peer reviewed rough draft, both signed and dated by reviewer. | Final draft of resume is accompanied by 2; rough drafts but one is not signed and dated; both rough drafts are typed | Final draft of resume is accompanied by 2; signed and dated rough drafts but one draft is handwritten not typed, signed or dated. | Final draft of resume is not accompanied by any clearly labeled rough drafts or includes rough drafts that haven’t been signed or dated by a peer reviewer |  |
| Overall comments | | | | | |

20-18 pts =A; 17-16=B; 15-14=C; 13-12=D; 11 or less = F