

Resume Grading Rubric (20 Points)

	Information content	Points
Contact Info	Name Address Email (if not regularly checked so indicate) Phone	3
Education	University Name, Place, Date\ GPA and Field such as Electrical Engineering Important Courses	5
Experience	Jobs/Internships/Etc. Company Name and Dates Position and brief statement of job function	5
Awards/Other	(as space allows) Awards (if major definitely include) Special Clubs (definitely include things like CAR) Interests	1
Style	One page or 2 if needed Easy to Read Easy to find important information Order and Flow Spell checked	6