

YTC CRITICAL THINKING RUBRIC
Career Services - Resume Writing (5/2009)

	Advanced - 4	Competent - 3	Developing - 2	Elementary - 1	Score ____
Identify	Able to identify the format and arrangement of a marketable resume and consistently follows formatting guidelines for length, spacing, font size/style, and alignment to produce a resume that is readable and eye-catching.	Able to identify the format and arrangement of a marketable resume with some formatting guidelines for length, spacing, font size/style, and alignment not being followed, but resume is still readable and eye-catching.	Fails to adequately identify the arrangement of a resume with some formatting guidelines for length, spacing, font size/style, and alignment not being followed, reducing the readability.	Fails to identify the arrangement of a resume and formatting guidelines for length, spacing, font size/style, and alignment are not followed, making the resume difficult to read and unappealing.	
Gather	Able to gather all pertinent information relating to education, experience, and other key highlights.	Able to gather some pertinent information relating to education, experience, and other key highlights.	Able to gather information for resume but most of the information is not pertinent.	Fails to gather any pertinent information.	
Examine	Able to outline all pertinent information and identify the relevant information to be included on the resume, in the appropriate layout.	Able to outline all pertinent information and identify relevant information to be included on the resume but layout is inappropriate or incorrectly ordered.	Able to outline pertinent information but fails to identify all of the relevant information to be included on the resume.	Fails to display the understanding of what information is to be included on the resume.	
Formulate	Able to utilize pertinent information to formulate an objective and relates all other information in support of the objective.	Able to formulate an objective but does not utilize all the pertinent information in support of the objective.	Fails to create an objective that corresponds to their education and experience.	Fails to include an objective.	
Apply	Able to create a marketable resume by including all necessary components (heading, objective, education, experience, and other key highlights) and follows guidelines consistently.	Able to create a resume by including most of the necessary components (heading, objective, education, experience, and other key highlights) and usually follows guidelines.	Able to create a resume but some necessary components are omitted and fails to follow all guidelines.	Able to create a resume but necessary components contain many omissions and guidelines are not followed.	
Evaluate	Able to thoroughly assess resume to ensure that there are no grammatical, spelling, punctuation, or capitalization errors and that action verbs are used and in the appropriate tense.	Able to assess resume for grammatical, spelling, punctuation, capitalization, and verb tense and there are 1-3 errors.	Ineffectively assesses resume for grammatical, spelling, punctuation, capitalization, and verb tense and there are 3-5 errors.	Fails to assess resume for grammatical, spelling, punctuation, capitalization, and verb tense and there are more than 5 errors.	