| Dref Deaddy | |
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| Prof. Readdy Math 391 | |
| Resume Rubric | |
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| | Dointo |
| Chule (OF mainte) | Points |
| Style (35 points) | |
| Typed | 5 |
| Uses concise and easy-to-read resume style. | 5 |
| Grammar | 5 |
| Spelling | 5 |
| Balanced margins | 5 |
| Uses headings | 5 |
| Reader-friendly | 5 |
| Pages numbered | |
| 0 1 1/45 111 | |
| Content (15 points) | |
| Full name | 3 |
| Contact info (such as phone, mailing address) | 3 |
| website address/linkedin profile (optional) | 3 |
| e-mail address is professional (not something like need.money@yahoo.com) | 3 |
| Personal information avoided (age, ethnicity, birthdate, religion, etc.) unless required by employer | 3 |
| on project | |
| Education (10 points) | 10 |
| List educational institutions, degrees earned and graduation dates | |
| List relevant coursework (if applicable) | |
| Highlight academic achievements (if applicable) | |
| This might accase the action of the control of the | |
| At least 4 additional categories, for maximum of 40 points, such as: | |
| Work Experience (10 points) | |
| List job title, company, location and dates | |
| List responsibilities/achievements | |
| Use action verbs | |
| 2. Skills (10 points) | |
| Examples include: Languages, Computer languages, | |
| 3. Achievements and Awards (10 points) | |
| 4. Volunteer Experience (10 points) | |
| 5. Leadership roles (10 points) | |
| 6. References (10 points) | |
| Lists references or states Available by request | |
| 7. Clubs (10 points) | |
| | |
| TOTAL | 100 |
| | 100 |
| Comments/suggestions: | |
| Commonwayyoutions. | |
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