Roadrunner First Year Resume Rubric

Name: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

	Met	Not Met	Comments
Format *Adheres to the 1-page template and includes contact information, summary, education and at least one optional section; uses consistent font types*	☐	☐	
Spelling / Grammar *Free of first person references, contractions, abbreviations and spelling / grammatical errors; includes periods at the ends of bullet point sentences*	☐	☐	
Education *Includes the correct college, graduation date, school, degree and/or minor/concentration*	☐	☐	
Experience / Extracurricular Experience *Presented in reverse-chronological order with bullet points that begin with strong action verbs and describe experiences*	☐	☐	