

	<b>(5) Excellent</b>	<b>(4) Above Average</b>	<b>(3) Adequate</b>	<b>(2) Needs Improvement</b>	<b>(1) Needs Significant Improvement</b>
<b>Header and Contact Information</b>	Header information is easy to read and contains all necessary information. Name is largest font on page. May also contain additional items such as LinkedIn URL, personal website, etc.	Header information is easy to read, but name is not the most prominent font on the page. Contains all necessary information.	Header information is easy to read, but name is not the most prominent font on the page. Current and permanent contact information may be labeled incorrectly.	Header and information may be hard to read or confusing. Some information may be missing (phone, email, etc.); may contain errors.	Header is difficult to read and is missing information. Does not include all info needed, such as phone number, full name, or email. Font and type are also an issue.
<b>Education</b>	Section is organized, clear, and well defined. Adds value for position applied for by including honors and achievements. Excels at providing preparatory background.	Section is organized, easy to read, contains all info needed, plus some additional information, that can help reader find out more educational history. r	Section contains most relevant information but is missing one or two important elements; section would benefit from more details or improved organization.	Some information is missing. There is a lack of organization, and the section would benefit from more details.	Section is missing crucial information (location, major, degree name, graduation date, etc.). Not well organized.
<b>Skills</b>	Section excels at listing all skills, plus providing further evidence of proficiency/exposure to numerous technical and essential areas.	Both technical & essentials skills are included. Numerous skill sets, with obvious attention to detail and keyword search	Section lists both types of skills, though there may be a lack of details or not enough subsets of skills.	Section contains only some of expected skill subsets. Subsets may be lacking, or lack enough details for clarity. Lack of organization.	Section does not contain both types of skills (technical, essential). Lacks critical details/technical nouns/keywords in skills subsets
<b>Projects, Experience, and/or Research</b>	All three of these sections are included. Sections are well organized and easy to understand, and also provide further evidence of academic pursuits that outstrip ordinary academic expectations. Excellent attention to detail.	At least two of the three sections are included. Sections are well organized and easy to understand, but more details could be provided.	At least two of these sections are included. Section(s) contains most details and provides information necessary. Provides satisfactory timeline and progress with out-of-class academic pursuits.	Section missing key information, such as duties or topic. Some listing of individual experience/project(s)/research, but key details left out.	Section missing, or no information provided. Lacks details about project(s)/research; does not use bullets for duties. Does not show student pursuing assigned and/or out-of-class work or research that entails more than simple class attendance
<b>Leadership</b>	Provides excellent analysis and display of campus and community work. Shows attention to detail, plus energy involved in activities. All necessary info (title, location, dates, etc.) is included and easy to read.	Provides all necessary info for campus and community work, but may lack some details of the activity or service.	Section provides glimpse into extracurricular activities on campus, and partial attention to community activity. Would be improved by further detail of service and activity.	Minimal entries, but some listing. No attention to organization of section. Full organization names, or dates and titles missing.	Section is missing or has only minimal content. No listings of membership or activities on campus or in community service.
<b>Written Communication Skills/Format</b>	Demonstrates excellent written communication skills. There are no spelling, punctuation, or grammatical errors. Demonstrates good use of space. It fills one page, but it is not overcrowded. Consistent formatting (bolding, margins, dates, etc.). The layout is appealing, including appropriate spacing and font type and size. It can be easily scanned. It provides all necessary sections.	Demonstrates good written communication skills. There may be a single spelling, punctuation, or grammatical error. The layout is appealing, including appropriate spacing and font type and size. It can be easily scanned. It provides all necessary sections.	Demonstrates adequate written communication skills, but there may be multiple errors or typos. Somewhat consistent formatting (bolding, margins, dates, etc.) requiring minor adjustments	Writing skills are not at the appropriate level. There are some spelling, punctuation, and/or grammatical errors. The layout is not appealing, including inappropriate font type or size. It cannot be easily scanned. It may not provide all necessary sections.	Writing skills need much improvement. There are many spelling, punctuation, and/or grammatical errors that impact clarity and comprehension. No clear sense of organization; lack of consistent formatting throughout.
<b>Total, out of 30:</b>					