

CATEGORY	Exemplary	Proficient	Partially Proficient	Incomplete	POINTS
Content	<b>10 points</b>	<b>6 points</b>	<b>3 points</b>	<b>0 points</b>	
	<input type="checkbox"/> Content of Resume reflects the following: Contact Information, Overview, Objective, Employment History, Education and Artifacts.  Each is written to include pertinent information and shows evidence of <b>exemplary</b> effort.	<input type="checkbox"/> Content of Resume reflects the following: Contact Information, Overview, Objective, Employment History, Education and Artifacts.  Each is written to include pertinent information and shows evidence of <b>proficient</b> effort.	<input type="checkbox"/> Content of Resume is <b>missing one</b> of the following: Contact Information, Overview, Objective, Employment History, Education and Artifacts.  Each is written to include pertinent information and shows evidence of <b>partially proficient</b> effort.	<input type="checkbox"/> Content of Resume is <b>missing two or more</b> of the following: Contact Information, Overview, Objective, Employment History, Education and Artifacts. Content is poorly written. Pertinent information is missing. Content does not show evidence of expected minimum effort.	
Layout and Text Elements	<b>10 points</b>	<b>6 points</b>	<b>3 points</b>	<b>0 points</b>	
	<input type="checkbox"/> The Resume is easy to read with appropriate use of fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings.	<input type="checkbox"/> The Resume is generally easy to read with appropriate use of fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings.	<input type="checkbox"/> The Resume is often difficult to read due to inappropriate use of fonts, point size, bullets, italics, bold, and indentations for places and decrease the readability of the text.	<input type="checkbox"/> The Resume is difficult to read due to inappropriate use of fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings.	
	<b>10 points</b>	<b>6 points</b>	<b>3 points</b>	<b>0 points</b>	
Writing Mechanics	<input type="checkbox"/> The text has no errors in grammar, capitalization, punctuation, and spelling.	<input type="checkbox"/> The text has one error in grammar, capitalization, punctuation, and spelling. This requires minor editing and revision.	<input type="checkbox"/> The text has two errors in grammar, capitalization, punctuation, and spelling requiring editing and revision. (2 or more errors)	<input type="checkbox"/> The text has three or more errors in grammar, capitalization, punctuation, and spelling requiring major editing and revision. (more than 3 errors)	
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