English 2

Resume Assignment Rubric

1. Correct setup/format (margins, white space, 1 PAGE)
2. Individual Information including name, address, phone, email, skillset, competencies
3. Education including all schools attended and special trainings/certifications
4. Goal/Objective of Creating Resume/Desired Job/Position
5. Past Work Experience
6. References
7. Presentation to/explanation of (3) key points of YOUR RESUME

\*\*\*14 pts./section

\*\*\*You may embellish facts or project to your future.

\*\*\*This assignment will count as your first score in the Project/Performance Task section of the gradebook.

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