



Kentucky 4-H Resume SCORING RUBRIC (Lot 925)

4-Her Name: _____ County: _____

Below is a rubric that describes how the 4-H Resume Project will be scored by using four levels of quality from excellent to below average. You WILL NOT BE SCORED on the number or type of experiences you have had. You will be scored on the following seven areas.

1) **Visual Appeal:**

- Fills one page without overcrowding.**
- Page margins are balanced and appropriate.**
- Font style is consistent and professional.**
- Font size is readable.**
- When printed, uses quality paper/printing.**
- Consistent use of special characters and styles (ex. periods, bold lettering, all CAPS, italics, indentions, etc.)**

Score: 10 Points Maximum _____

2) **Organization:**

- Uses reverse chronological order when listing items.**
- Uses headings that showcase the writer’s strengths while matching the job requirements.**
- Most important items are listed on the top half of the resume.**
- Highlights key ideas with bolding and bullets.**

Score: 15 Points Maximum _____

3) **Heading:**

- Header contains name, street address, city, state, zip, phone number, and a professional email address (if applicable).**
- There is no hyperlink in the email.**
- Name stands out.**
- May include a line or other minor graphic to set heading apart from the rest of the resume.**

Score: 15 Points Maximum _____

4) **Objective/Summary Statement:**

- The objective or summary describes a specific short-term career goal.**
- May also contain additional information about the author’s skills.**

Score: 15 Points Maximum _____





5) Education:

Includes relevant education.

Official degree name is listed (if applicable).

Option and/or minor is included when applicable.

Name of the institution and location (City, State) is included.

Date degree is received or anticipated is included (if applicable).

GPA is listed

May include study abroad, academic honors, or other related

Score: 15 Points Maximum _____

6) Skill Description:

Resume includes a minimum of two experiences with 2 or 3 bulleted skill descriptions each.

Skill descriptions begin with action verbs and clearly define skill development.

Experience listing(s) contain contextual information consisting of:

(1) position/title,

(2) organization,

(3) location (city, state), and

(4) dates.

Appropriate verb tense is used.

Score: 15 Points Maximum _____

7) Grammar/Spelling/Mechanics

Personal pronouns are not used.

There are NO spelling errors.

Abbreviations are not used unless necessary.

Correct grammar is used.

Score: 15 Points Maximum _____

Total Points (Add points from all seven areas together): _____

Circle One: Blue Ribbon: 90-100 Pts

Red Ribbon: 79-89 Pts

White Ribbon: Below 79 Pts

