OTA CV/Resume Rubric

CATEGORY	Superior (4)	Above Average (3)	Average (2)	Acceptable (1)	Unacceptable (0)
Resume Content	• Extra information given to enhance resume • Includes applicable life experiences	• Sections reflect content in detail • Organized and easy to follow • Entries are in reverse chronological order • Organization name, position title, and dates are included • Minimal extra information given to enhance resume	• Heading, objective, skills, experience, and education covered with little detail • Entries are in reverse chronological order • Organization name, position title, and dates are included	• Missing one of the following: heading, objective, experience, or education • Entries are not in reverse chronological order • 3 or more entries do not include organization name, position title, or dates	• Multiple sections of resume missing
Presentation/ Format	N/A	• Format highlights strengths and information • Creative Format • Appropriate fonts and font size used with variety	• Format identifies strengths and experience • Standard Formatting • No variation in fonts and/or point size	• Format detracts from strengths and experience • Fonts distract from readability	• Multiple errors • Poor organization • Strengths and experience undetectable
APA formatting, grammar, and spelling are appropriate	N/A	• All grammar, spelling, and formatting are appropriate	• Contains 1-2 minor errors (spelling, grammatical, format)	• Contains 3 or more errors (spelling, grammatical, format)	• Multiple errors (spelling, grammatical, format)