

# Resume

Categories	Level 4 (80-100%)	Level 3 (70-79%)	Level 2 (60-69%)	Level 1 (50-59%)
<b>K/U</b> Includes key components with sufficient information <ul style="list-style-type: none"> <li>• Personal information</li> <li>• Objective</li> <li>• Skills</li> <li>• Education</li> <li>• Experience/awards</li> </ul>	demonstrates a high degree of understanding of resume development	demonstrates a thorough understanding of resume development	demonstrates a satisfactory understanding of resume development	demonstrates a limited understanding of resume development
<b>T/I</b> <ul style="list-style-type: none"> <li>• Resume content reflects co-op placement</li> <li>• Makes connections between previous experience and skills development</li> </ul>	draws connections among skills, previous experience, interests, and the placement requirements with a high degree of effectiveness	draws connections among skills, previous experience, interests, and the placement requirements with considerable effectiveness	draws connections among skills, previous experience, interests, and the placement requirements with some effectiveness	draws connections among skills, previous experience, interests, and the placement requirements with limited effectiveness
<b>Application</b> applies current technology to create effective layout and design including <ul style="list-style-type: none"> <li>• Balanced white space</li> <li>• Appropriate font for emphasis and readability</li> <li>• Effective spacing, use of bullets and visual enhancements</li> <li>• Headings</li> </ul>	uses word processing technology for layout and design with a high degree of effectiveness	uses word processing technology for layout and design with considerable effectiveness	uses word processing technology for layout and design with some effectiveness	uses word processing technology for layout and design with limited effectiveness
<b>Communication</b> conventions for resume writing including: <ul style="list-style-type: none"> <li>• Point form</li> <li>• Appropriate vocabulary</li> <li>• Edited for grammar and spelling</li> <li>• Actions words used to describe skills and experiences</li> </ul>	<ul style="list-style-type: none"> <li>• communicates information using resume conventions with a high degree of clarity</li> <li>• uses language with a high degree of accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• communicates information using resume conventions with considerable clarity</li> <li>• uses language with considerable accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• communicates information using resume conventions with some clarity</li> <li>• uses language with some accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• communicates information using resume conventions with limited clarity</li> <li>• uses language with limited accuracy</li> </ul>

