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| CATEGORY | **5** | **4** | **3** | **2** |
| **Participation** | Used time well in activity and focused attention on the resume building. | Used time pretty well. Stayed focused on the resume building most of the time. | Did the activity but did not appear very interested. Focus was lost on several occasions. | Participation was minimal OR student was hostile about participating. |
| **Employment Objectives** | Created a resume using the correct career option as directed by the teacher and has written a clear, concise, effective, and applicable objective for this career interest. | Created a resume using the correct career option as directed by the teacher and has written a clear, effective, and applicable objective for this career interest. | Created a resume using the correct career option as directed by the teacher and has written a clear and effective objective for this career interest. | Created a resume using the correct career option as directed by the teacher and has written a clear objective for this career interest. |
| **Skills and Qualifications** | Writes a list containing at least 5 skills that student feels they possess for this career. | Writes a list containing at least 4 skills that student feels they possess for this career. | Writes a list containing at least 3 skills that student feels they possess for this career. | Writes a list containing at least 2 skills that student feels they possess for this career. |
| **Work History** | Student enters at least 3 activities they\'ve done in the past. The entry is grammatically correct and easy to read. | Student enters at least 2 activities they\'ve done in the past. The entry is grammatically correct and easy to read. | Student enters at least 1 activities they\'ve done in the past. The entry is grammatically correct and easy to read. | The entry is grammatically correct and easy to read. |
| **Education and Training** | Student illustrates 5 classes they\'ve taken in school in the past 5 years and the skills acquired in those classes that lead them to believe they are qualified for this career. | Student illustrates 4 classes they\'ve taken in school in the past 5 years and the skills acquired in those classes that lead them to believe they are qualified for this career. | Student illustrates 3 classes they\'ve taken in school in the past 5 years and the skills acquired in those classes that lead them to believe they are qualified for this career. | Student illustrates 2 classes they\'ve taken in school in the past 5 years and the skills acquired in those classes that lead them to believe they are qualified for this career. |
| **Certificates and Licenses** | Student includes at least 3 accomplishments or awards they\'ve received in their school experiences. | Student includes at least 2 accomplishments or awards they\'ve received in their school experiences. | Student includes at least 1 accomplishment or award they\'ve received in their school experiences. | Student attempts to describe something they\'ve done well and should have received an award for their hard work. |
| **Accomplishments and Activities** | Student describes 5 things they\'ve worked very hard completing such as volunteer hours, school projects, and extracurricular activities. It explains what they did, how it was done, and how long they\'ve worked doing each activity. | Student describes 4 things they\'ve worked very hard completing such as volunteer hours, school projects, and extracurricular activities. It explains what they did, how it was done, and how long they\'ve worked doing each activity. | Student describes 3 things they\'ve worked very hard completing such as volunteer hours, school projects, and extracurricular activities. It explains what they did, how it was done, and how long they\'ve worked doing each activity. | Student describes 2 things they\'ve worked very hard completing such as volunteer hours, school projects, and extracurricular activities. It explains what they did, how it was done, and how long they\'ve worked doing each activity. |
| **Interests** | Created a short interest biography using their personal experiences as directed by the teacher and has written a clear, concise, and effective section using more than one interest. | Created a short interest biography using their personal experiences as directed by the teacher and has written a clear, concise, and effective section using only one interest. | Created a short interest biography using their personal experiences as directed by the teacher and has written a clear, and effective section using one interest. | Created a short interest biography using their personal experiences as directed by the teacher and has a slightly confusing or hard to read section. |
| **Other and References** | Student attempts to write other information such as future goals relating to school or the career field and correctly documents at least 4 references. | Correctly documents at least 4 references. | Correctly documents at least 3 references. | Correctly documents at least 2 references. |
| **Format** | Selects an appropriate format for their resume, saves the resume correctly, and submits the resume with the correct procedure. | Selects an appropriate format for their resume, saves the resume correctly, and submits the resume with minor lapses in procedure. | Selects an appropriate format for their resume, saves the resume correctly, and submits the procedure with error in procedure. | Selects an appropriate format for their resume, saves the resume correctly. |