

ASR Resume Rubric- each check box is worth 5 points each	
First Impressions	<input type="checkbox"/> One page in length <input type="checkbox"/> Name prominent at top of page <input type="checkbox"/> Contact information present with name <input type="checkbox"/> Education listed first (after objective statement) <input type="checkbox"/> Neat, well-organized, appealing to the eye, and easy to read <input type="checkbox"/> Consistent, professional fonts <input type="checkbox"/> Consistent formatting (bullets, underlines, etc.) <input type="checkbox"/> Nothing is centered except header
Language and Grammar	<input type="checkbox"/> Free of spelling errors, grammar errors, and punctuation errors. Take off two points per error- no point removal limit <input type="checkbox"/> Avoids "Duties included..." and "Responsible for..." <input type="checkbox"/> Uses strong action verbs and power words <input type="checkbox"/> Avoids personal pronouns like "I" or "my"
Professionalism	<input type="checkbox"/> Objective statement specific to student research or college <input type="checkbox"/> Describes most important positions/experience <input type="checkbox"/> Avoids a simple duty list- includes most relevant information/experience <input type="checkbox"/> Dates included, most recent/relevant listed first <input type="checkbox"/> Avoids use of acronyms without explanation <input type="checkbox"/> Avoids North Cobb-specific clubs without explanation <input type="checkbox"/> Includes section for research experience with expected research topic
Proofreading	<input type="checkbox"/> Has been proofread by at least 3 people other than the "applicant"
Total (out of 100)	

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