

SMGT 447A – Internship
Resume – Grading Rubric

Element / Consideration	Unacceptable	Acceptable	Target	Points Possible / Overall Scores
Format	Resume is too short/too long; Frequent changes in font/style; and/or format is unappealing (0-3 pts.)	Length is appropriate; font size and style are consistent; format does not detract from resume’s appearance (4 pts.)	Length is appropriate; font size and style are consistent; format enhances resume’s appearance (5 pts.)	Total Points Possible: 50 Unacceptable: 0-35 Acceptable: 36-44 Target: 45-50
Header	Necessary information is missing or difficult to find; or e-mail address or other information is inappropriate for professional use (0-3 pts.)	N/A	Necessary information is complete and easy to find; e-mail address is appropriate for professional use; no inappropriate information (4-5 pts.)	
Organization	Information is incomplete and/or is poorly organized (0-6 pts.)	Information is complete but may need more effective organization (7-8 pts.)	Information is complete and effectively organized by section (9-10 pts.)	
Experience Section	Fails to cite relevant experience in sport management (e.g., internship) (0-6 pts.)	Cites relevant experience in sport management (e.g., internship), but may need more specificity (7-8 pts.)	Cites relevant experience in sport management (e.g., internship) with appropriate specificity (9-10 pts.)	
Education Section	Basic information (degree, terms), relevant course work and/or academic achievement missing or inaccurate (0-6 pts.)	Basic information (degree, terms) provided and accurate; relevant course work and/or academic achievement missing or inaccurate (7-8 pts.)	Basic information (degree, terms) relevant course work and/or academic achievement provided and accurate (9-10 pts.)	
Mechanics	Spelling and/or grammar errors; poor vocabulary (0-6 pts.)	No spelling or grammar errors; good vocabulary (7-8 pts.)	No spelling or grammar errors; strong vocabulary (9-10 pts.)	