

Resumé Rubric

Vail Internship Program

Resumé Categories	Meets	Approaches	Falls Below	N/A
Heading				
Objective				
Education				
Experience				
<i>Use of Action Words</i>				
<i>Highlights Personal Contributions</i>				
<i>Statements Ordered by Importance</i>				
Extracurricular Activities				
<i>Use of Action Words</i>				
<i>Highlights Personal Contributions</i>				
<i>Statements Ordered by Importance</i>				
Honors				
Skills				
References (2)				
Overall Presentation	Meets	Approaches	Falls Below	N/A
Utilized a Designated Google Resumé Format				
Visually Appealing				
Free of Spelling and Grammar Errors				
Utilized Relevant Experience & Accomplishments				
Acronyms Used Properly				
Notes:				