

**CV Grading Rubric**

 **Marked by:**

**Faculty of Pharmacy – Partnerships Committee**

Student Name/ ID:

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| Grading | **4** | **3** | **2** | **1** |  |
| **Skill** | **Outstanding**  | **Good**  | **Average**  | **Unsatisfactory**  | **Total** |
| PRESENTATION/**FORMAT** |  Balanced margins with eye appeal; includes white space Appropriate fonts and point size used (main text 11 or 12 pt) No use of acronyms or acronyms explained Dates, headings, etc. are clear and consistent across sections |  Balanced margins  Appropriate fonts and point size used No use of acronyms or acronyms explained Dates, headings, etc. are clear and consistent across sections |   Somewhat balanced margins Fonts distract from readability  Minimal use of acronyms Dates, headings, etc. are fairly clear and consistent across sections |  Unbalanced margins Fonts distract from readability  Use of unexplained acronyms Dates, headings, etc. are inconsistent or not included |  |
| **SPELLING & GRAMMAR** |   No spelling or grammar errors |   1 spelling or grammar error |   2 spelling or grammar errors |   3+ spelling or grammar errors |  |
| **CONTACT INFORMATION** |  Includes name, address(es), telephone number(s), email address, and web page/blog (optional) Includes academic level, plan name, and student ID number |  Most information is included and correct |  One or two pieces of information are missing or include errors |  Does not include address(es), telephone number(s), email address, or web page/blog (optional) Does not include academic level, plan name, and student ID number Includes date of birth, marital status, Social Insurance Number (SIN), or photo |  |
| **SKILLS SUMMARY** |  4-6 points Includes (if applicable) number of years experience in relevant paid or unpaid work Points targeted to potential employer and elaborated on throughout résumé, including key words commonly used in desired industry Use of relevant knowledge, skills, abilities and characteristics At least one point includes how skill developed |  4-6 points Points targeted to potential employer, elaborated on throughout résumé Use of relevant knowledge, skills, abilities and characteristics |  Some points targeted to potential employer, elaborated on throughout résumé Some use of relevant knowledge, skills, abilities and characteristics |  Fewer than 3 or more than 6 points Points not targeted to potential employer or elaborated on throughout résumé No use of relevant knowledge, skills, abilities and characteristics No indication of how skill(s) developed |  |
| **EDUCATION****Relevant****Assignments** |  Postsecondary education includes: Candidate for, Degree, Plan, University, Location and Year beginning program Degree listed unabbreviated Relevant courses included (if applicable)  1-3 substantive projects and/or assignments completed in high school or university that are relevant Includes the project or assignment title, the class or lab the project or assignment was completed in, and dates  Several bullet points describe what accomplished; each bullet point begins with an action verb  Points listed in reverse chronological order |  Postsecondary education includes: Candidate for, Degree, Plan, University, Location and Year beginning program Degree listed unabbreviated 1-3 substantive projects and/or assignments completed in high school or university that are relevant  Includes the project or assignment title, the class or lab the project or assignment was completed in, and dates  Points listed in reverse chronological order  |  Postsecondary education missing 1 of the following: Candidate for, Degree, Plan, University, Location and Year beginning program Degree listed unabbreviated  Some projects and/or assignments listed are not relevant  Sometimes action verbs are not used to describe what accomplished  Some points not listed in reverse chronological order |  Postsecondary education missing 2 or more of the following: Candidate for, Degree, Plan, University, Location and Year beginning program Degree listed abbreviated No relevant courses included Projects and/or assignments listed are not relevant  Action verbs are not used to describe what accomplished  Points not listed in reverse chronological order Use of vague expressions such as "responsible for" or "duties included |  |
| **WORK/ VOLUNTEER EXPERIENCE** |  Action verbs (appropriate tenses) used to describe qualifications/skills Points listed in order of importance to work being sought Points demonstrate ability to perform the job being sought (relevant experience, transferable skills) Some points include qualification, results and/or tools used |  1-2 qualifications/ skills lack action verbs or verbs are repetitive and/or incorrect tense Points listed in order of importance to work being sought Points demonstrate ability to perform the job (relevant experience, transferable skills) |  3+ qualifications/ skills lack action verbs or verbs are repetitive and/or incorrect tense Some points demonstrate ability to perform the job (relevant experience, transferable skills)  Includes “what I learned/developed” summary statement(s)   |  Action verbs not used Use of vague expressions such as "responsible for" or "duties included" Use of personal pronouns such as "my" and "their" Use of definite and indefinite articles: "a," "an," or "the" Points do not demonstrate ability to perform the job Includes “what I learned/developed” summary statement(s) |  |
| **AWARDS & SCHOLARSHIPS****PROFESSIONAL MEMBERSHIPS/****ACTIVITIES & INTERESTS** |  Name of award/institution/ organization and importance (if unclear) of award listed No unexplained acronyms  Role played is clear (includes bulleted points with action verbs if appropriate) Dates included (except general interests/hobbies) (includes bulleted points with action verbs if appropriate) |  Name of award/institution/ organization and importance (if unclear) of award listed  Role played is somewhat clear and includes description, if appropriate Dates included (except general interests/hobbies) |  Name of award/institution/ organization listed; importance of award not  Role played is somewhat clear  Dates included (except general interests/hobbies) |  Name of award/institution/ organization incomplete; importance of award not listed Unexplained acronyms used Role played is not clear Dates not included Unexplained acronyms used |  |
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| **TOTAL SCORE:****Out of 28** |   |  |

**Comments:**