



# Marion County Junior Leader Resume Rubric

Name: \_\_\_\_\_

CRITERIA	EXCELLENT	GOOD	SATISFACTORY	MINIMUM	SCORE & COMMENTS
<b>PRESENTATION/ FORMAT</b>	<ul style="list-style-type: none"> <li>• Typed or computer generated</li> <li>• Balanced margins with eye appeal</li> <li>• Format highlights strengths and information</li> <li>• Appropriate fonts and point size used with variety</li> </ul>	<ul style="list-style-type: none"> <li>• Typed or computer generated</li> <li>• Balanced margins</li> <li>• Format identifies strengths and information</li> <li>• Appropriate fonts and point size used</li> </ul>	<ul style="list-style-type: none"> <li>• Typed or computer generated</li> <li>• Somewhat balanced margins</li> <li>• Format identifies strengths and information</li> <li>• No variation in fonts and/or point size</li> </ul>	<ul style="list-style-type: none"> <li>• Typed or computer generated</li> <li>• Unbalanced margins</li> <li>• Format detracts from strengths and information</li> <li>• Fonts distract from readability</li> </ul>	
<b>Ranking Points</b>	<b>10</b>	<b>8</b>	<b>7</b>	<b>6</b>	
<b>SPECIFIC LEADERSHIP INFORMATION</b>	<ul style="list-style-type: none"> <li>• All action phrases used to describe duties and leadership skills relate to 4-H and or other activities</li> <li>• Information demonstrates ability to perform the task</li> <li>• Professional terminology used when describing skills</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 leadership skills lack action phrases</li> <li>• Information demonstrates ability to perform the task that relate to 4-H activities as well as others</li> <li>• Some professional terminology used when describing skills</li> </ul>	<ul style="list-style-type: none"> <li>• 3-4 leadership skills lack action phrases</li> <li>• Some information demonstrates ability to perform the task that relate to 4-H activities as well as others</li> </ul>	<ul style="list-style-type: none"> <li>• 5-6 leadership skills lack action phrases</li> <li>• Information does not clearly demonstrate ability to perform the task that relate to 4-H activities as well as others</li> </ul>	
<b>Ranking Points</b>	<b>15</b>	<b>12</b>	<b>11</b>	<b>10</b>	
<b>RESUME CONTENT</b>	<ul style="list-style-type: none"> <li>• Heading, objective, skills, experience, and education covered in detail</li> <li>• Highlighted County and state leadership activities</li> <li>• Extra information given to enhance resume</li> </ul>	<ul style="list-style-type: none"> <li>• Heading, objective, skills, experience, and education covered in some detail</li> <li>• Extra information given to enhance resume</li> <li>• Mentioned County and state activities</li> </ul>	<ul style="list-style-type: none"> <li>• Heading, objective, skills, experience, and education covered with little detail</li> <li>• Minimal extra information given to enhance resume</li> </ul>	<ul style="list-style-type: none"> <li>• Missing one of the following: heading, objective, experience, or education</li> <li>• No extra information given to enhance resume</li> </ul>	
<b>Ranking Points</b>	<b>15</b>	<b>12</b>	<b>11</b>	<b>10</b>	
<b>SPELLING &amp; GRAMMAR</b>	<ul style="list-style-type: none"> <li>• No spelling and or grammar errors</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 spelling and or grammar errors</li> </ul>	<ul style="list-style-type: none"> <li>• 3-4 spelling and or grammar errors</li> </ul>	<ul style="list-style-type: none"> <li>• 5 or more spelling and or grammar errors</li> </ul>	
<b>Ranking Points</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	
				<b>Total Score:</b>	

Comments: \_\_\_\_\_