

Resume

Purpose: A cover letter and resume (or sometimes just a resume) are often needed when applying for a job or an internship. The Hawaii DOE would like all students prepared with a cover letter and resume as they move into the workforce. Although students will have to modify the cover letter and resume for a real job/internship, modifications should be minimal if what they create now is of good quality.

Why are we picky? (Question often asked by students)

We've talked with managers and human resource people from various companies over the recent years. The rubrics were created with their suggestions in mind.

As they've told us, they may get a hundred or more applications when they advertise job openings. They are glancing through the cover letters and resumes very quickly. A poorly written one or one with many errors is quickly tossed to the side.

Castle HS **RESUME RUBRIC** (revised 03.2023)

Category	Meets Proficiency	Needs Improvement
Student Information (at the top)	<input type="checkbox"/> Full name (first and last) stated. <input type="checkbox"/> Full address (number and street name, city, state, zip code) stated. <input type="checkbox"/> Phone number stated. <input type="checkbox"/> Email address stated.	<input type="checkbox"/> Full name not stated. <input type="checkbox"/> Full address not stated. <input type="checkbox"/> Missing phone number. <input type="checkbox"/> Missing email address.
Format	<input type="checkbox"/> Résumé is word-processed. <input type="checkbox"/> Font is not too small or too large and is easy to read.	<input type="checkbox"/> Résumé is not word-processed. <input type="checkbox"/> Font is too small or too large and/or is not easy to read.
	<input type="checkbox"/> Résumé is organized into clearly labeled sections.	<input type="checkbox"/> Résumé is not organized into sections.
	<input type="checkbox"/> Résumé's appearance is balanced; even spacing between sections and words; uses same format, font and size for same categories (i.e. section titles, descriptions)	<input type="checkbox"/> Résumé's appearance is not balanced; spacing is uneven and/or uses different formats and/or fonts throughout.
	<input type="checkbox"/> Résumé has, at most, two spelling, punctuation, or grammar errors.	<input type="checkbox"/> Résumé has more than two spelling, punctuation, or grammar errors.
Objective	<input type="checkbox"/> Objective statement is clear. <input type="checkbox"/> The objective states the employment position or internship the student is applying to. <input type="checkbox"/> Position/internship is the same as the cover letter . <input type="checkbox"/> Company or organization is not a current employer or mentor.	<input type="checkbox"/> Objective statement is not clear. <input type="checkbox"/> The objective does not state the employment position or internship the student is applying to. <input type="checkbox"/> Position/internship is not the same as the cover letter. <input type="checkbox"/> Company or organization is a current employer or mentor.
<p>Skills and Attributes does not have to be a specific category in the resume. The resume may have Work Experience, Volunteer Experience, Extra-Curricular Activities, etc as categories, AND within these categories are explanations of the writer's skills/attributes.</p>		
Skills and Attributes	<input type="checkbox"/> At least two skills and/or attributes are stated. <input type="checkbox"/> Description/explanation of how each skill/attribute is/was used is included (provide specific examples)	<input type="checkbox"/> Less than two skills and/or attributes are stated. <input type="checkbox"/> Descriptions/explanations of how each skill/attribute is/was used is not included.
	<input type="checkbox"/> If work, volunteer, etc categories used, start/end dates (month, year or sports season, year) are included.	<input type="checkbox"/> If work, volunteer, etc categories used, start/end dates (month, year or sports season, year) are not included.

Castle HS RESUME RUBRIC (continued)

Category	Meets Proficiency	Needs Improvement
<p>Education</p> <p>Exceeds: ___ Relevant course work is listed.</p>	<p>___ High school(s) attended/attending is listed. ___ City and state of high school(s) is/are listed. ___ Information includes anticipated graduation date (month, year). ___ If multiple high schools are listed, start/end dates (month, year) are included. ___ If multiple high schools are listed, they are listed in chronological order with the most recent listed first.</p>	<p>___ High school(s) attended/attending is not listed. ___ City and/or state of high school is missing. ___ Anticipated graduation date is missing or incomplete. ___ If multiple high schools are listed, start/end dates (month, year) are not included. ___ If multiple high schools are listed, they are not listed in chronological order, and/or the most recent is not listed first.</p>
<p>References</p> <p>Exceeds: ___ States relationship of references to student ___ Email also included</p>	<p>___ At least two references are included. ___ At least one reference is a non-Castle HS employee. ___ All references are non-related adults. ___ All references are not high school students. ___ Reference is not the person addressed in the cover letter. ___ Contact information (full name, title/position at company, company name, complete address, and phone number) is provided for each reference.</p> <p>NOTE: For PTP purposes, avoid using personal addresses and phone numbers of references.</p>	<p>___ Less than two references are included. ___ All references are employees of Castle HS. ___ References are related to writer and/or minors. ___ References are high school students. ___ Reference is the person addressed in the cover letter. ___ Contact information is incomplete and/or not provided for each reference.</p>
<p>Overall Information</p>	<p>___ All experiences reflect the writer's high school years. ___ Information is accurate to the best of evaluator's knowledge.</p>	<p>___ One or more experiences do not reflect the writer's high school years. ___ Information is not accurate.</p>