

**PLU Residential Life RA Application Resume Rubric
2019-2020 Applicants**

	Excellent (3 PTS)	Good (2 PTS)	Fair (1 PTS)	Poor (0 PTS)
Content	Detailed applicant contact information, relevant experiences, and education. Uses action verbs and phrases relevant to building a safe, inclusive environment for learning, belonging, and enjoyment.	Includes applicant contact information and relevant experiences and education. Uses some action verbs and phrases that relate to the RA position.	Applicant has most contact information, some experiences, and education listed. Little to no use of action verbs and phrases that relate to the RA position.	Missing contact information, education, or experiences. No use of action verbs and phrases that relate to the RA position.
Organization	Resume intentionally ordered items in chronological order and relevance to position. Sections are neatly labeled and include dates, titles, and locations. Name and contact information clearly visible on the resume.	Resume lists items in chronological order. Education and work experience includes most information. Name and contact information is listed on resume.	Resume shows some order but not readily identifiable. Education and work experience includes some information such as dates, titles, and location. Name and contact information listed on resume.	Resume has no recognizable order, contact information is missing, little to no information about education or previous work experience.
Spelling & Legibility	No spelling or grammatical errors. The text is legible and readable in size. The design greatly enhances the overall readability of the resume.	One spelling or grammatical error, legible text or text that is mostly readable. The design of the resume does not detract from the readability of the resume.	Multiple spelling and/or grammatical errors, text is mostly legible. The design or font may prevent some readability of the content.	Significant spelling and/or grammatical errors, text is illegible. Design makes it difficult to read or follow the flow of organization.