

Rubric for Resume Assignment

Category	Level 4 (80-100%)	Level 3 (70-79%)	Level 2 (60-69%)	Level 1 (50-59%)	Level R (0-49%)
Knowledge and Understanding	Having both the Chinese and English versions of the Resume with appropriate format and substantial contents	Having both the Chinese and English versions of the Resume with mostly appropriate format and necessary contents	Having both the Chinese and English versions of the Resume, but format is not appropriate or contents are not enough.	Limited efforts; significant gaps in format and contents.	Little to no efforts evident; key points are missing or inappropriate.
Thinking and Inquiry	Properly present substantial information with a proper structure to conform to resume norms.	Information is not well-presented and structure may somewhat fails to meet resume norms.	Not enough information and format is not up to the standard of typical resumes.	Presentation of information lacks logic and proper structure.	Presentation of information lacks clarity and structure.
Communication	Resumes are well-organized, engaging, and effectively communicates personal strengths and background.	Resumes are organized and communicates personal strengths and background.	Resumes are somewhat organized and communicates most personal strengths clearly.	Resumes lack organization and clarity and fails to present personal strengths.	Resumes lack any semblance of organization, clarity, or engagement and fails to present personal strengths.
Application	Strong evidence of commitment to this assignment; Demonstrates a deep understanding on how to write excellent resumes	Evidence of commitment, but lacked substantial work or involvement. Communicates key information but may lack some polish or depth.	Limited evidence of commitment; lack of sufficient work. Some areas could be improved for clarity and engagement.	Little to no commitment evident. Lacks understanding on how to write resumes.	No evidence of commitment. Lacks understanding on how to write resumes.