

AGR 4120
Evaluation Rubric for Resumes/Mock Interviews/Business Letters

	1	2	3	4	5	Total
Neatness	Poor	Unprofessional	Nice	Professionally Prepared	Exceptional	
Information	No useful information	Virtually no useful information	Some useful information	Informative	Very Informative	
Organization	Disorganized	Adequate	Organized	Well Organized	Exceptional	
Wordiness	Too Much Information	Somewhat Wordy	Met Expectations	Concise	Very Concise and too the Point	
Grammar	4 or more Errors	3 Errors	2 Errors	1 Error	No Errors	

Total

____/5