

CADET STAFF DUTY ANALYSIS EVALUATION RUBRIC

Cadet Name:	Achievement:	Date:	
RESUME			
	Yes	Partially	No
1. Includes cadet's name and contact information	2	0	0
2. Identifies career aspiration(s) and immediate objective	2	0	0
3. Includes cadet's relevant educational and training accomplishments	2	1	0
4. Key experiences or skills are described before those of secondary importance	2	1	0
5. Statements about skills or experience focus on outcomes achieved (Increased cadet recruiting by 20%...)	2	1	0
6. Action verbs start each sentence	2	1	0
7. Avoids jargon and strange acronyms that the intended audience would find unfamiliar	2	1	0
8. Appropriate formatting and typography (use of boldface, italics, etc., is consistent and reader-friendly)	2	1	0
9. Strictly limited to 1 page	2	0	0
10. Accomplishments are presented accurately, no false embellishments	2	0	0
11. Does not include personal or irrelevant information (race, religion, national origin, photo, birthdate, etc.)	2	0	0
12. Free of spelling and grammatical errors	2	0	0

Mandatory Qualities If the cadet scores a 0 in any of the shaded categories, the cadet must edit and resubmit the resume to earn credit.

Senior Mentor / Evaluator	Total Points Earned (minimum 18 of 24 to pass)	MEETS STANDARDS	
		REQUIRES REVISION	

Senior Mentor's Comments