

Resume Rubric

* **TIP #1:** At no point are complete sentences required. Instead, work hard to select a few key **verbs**, nouns, and adjectives.

* **TIP #2:** Highest-scoring resumes include impact statements: “[role,] **resulting in** club winning state-wide contest.”

Point Scale	4: Exemplary. <i>Almost no errors.</i>	3: Standard mostly met. <i>Some errors / inconsistency.</i>	4	3	2	1	0
	2: Standard met at times.	1: Standard rarely/not met.	0: No attempt evident.				
Formatting, Top section: Full name is first, in largest type. Phone and an appropriate email address. Optional: Home address, descriptor (such as position desired.) Correct CAPS, spelling, etc.							
Formatting, Body: Visual “rules” are strictly followed. You may choose the formatting rules, but order and style (bold, italics, CAPS) must be consistent. Ex: Job title, Company: Year in that order & style. These are all <u>clear and consistent</u> : Justify (usually left); spacing; indents. Categories (“Experience”) are clear & sensible. Colors: At least 85% is black type, white background. No graphics or images.							
“Qualifications” section (<i>“Summary of Qualifications”</i>): A 2-3 line “BEST OF” summary of the resume. Describes the candidate with powerful language, especially in an adj.-noun format (ex: “proven leader.”) “Qualifications” are appropriate, accurate, unique, and supportable by evidence (experience) elsewhere in the resume or with a brief story. Can include: Key skills or traits, work experience or related activities. Tip: Take a strengths-finder test , and use the results to describe yourself! Top QUALs includes cause/effect statements like “responsible for...” “resulting in...” “which achieved...” <i>Formatting meets criteria above.</i>							
“Experience” section (or similar header): Entries all have a position title, employer name, and if possible, date/s employed. (“Watched neighbor kid” → “Child care provider, Johnson Family: 2018-2019.”) Each position entry contains at least three bullet points, all beginning with strong, accurate <i>verbs</i> . Verbs for all entries use past tense (“-ed.”) Ex: “Directed,” “Designed...” If a “Skills” section is used, all skills <u>are, in fact, skills</u> . Wording and formatting is consistent, skills relevant. <i>Formatting meets criteria above.</i>							
“Education” section details relevant information, but nothing irrelevant to employer. Relevant could include: GPA, clubs, sports, awards, related coursework (like this class) or strong academic projects. Any school experience (attendance award, leadership club, cool class) is listed under the school it happened at. <i>Formatting meets criteria above.</i>							

TOTAL:

___ / 20

JESSE ZITRIN

Teacher, English & CTE Business

QUALIFICATIONS

Emerging leader emphasizing multimodal projects, critical thinking, inquiry, and citizenship. Credentials: English Language Arts; CTE Marketing, Sales & Service; CTE Business & Finance.

EDUCATION

Education (M.A.) *CA State University, Chico.* 2017

Dual M.Ed & Credential program with yearlong teaching residency. 4.0 GPA. Commencement speaker.

Sport Management (M.A.) *USF, San Francisco, CA.* 2008

Director's Award. Ranked #1 in Class. Business Strategy Game Hall of Fame. Over 150 internship hours.

Marketing (Certificate Program.) *UC, Berkeley Extension, San Francisco, CA.* 2013

Completed seven-course program. Featured classes: Analytics; Communications; Social Media.

Creative Writing (B.A.) *Emory University, Atlanta, GA.* 2001

National Merit Scholar. Varsity baseball. Featured Reader, First Annual Senior Writers Series.

EXPERIENCE | Education & Youth Development

Teacher, Deer Valley High School. *Business & Technology Academy.* Antioch, CA. 2017 –

- Led instruction of English 9, 10 & 12. Featured units: academic integrity, media literacy, "My Story."
- Led ROP/CTE Marketing (11 & 12.) Taught CTE pathway, concurrent with operation of student store
- Founder/Trainer: Culturally Responsive ELA PLC; Blackboard, M.S. Teams, G. Classroom; PBIS

Enterprise Manager, Juma Ventures. San Francisco, CA. 2007 – 2011

- Recruited, trained, and managed over 300 low-income youth in foodservice at pro sports stadiums.
- Integrated Juma's social enterprise mission, helping youth break the cycle of poverty through education.

Athletic Coaching and Performance. *Various. California, Georgia, and Abroad.* 2001 –

- Professional experience as coach, player, event manager, and entertainer. *U.S.A. and abroad*
- Coached varsity baseball (league champion,) junior varsity basketball, middle school soccer. *U.S.A.*

EXPERIENCE | Data & Technology

Sr. Strategic Account Manager, App Annie. San Francisco, CA. 2014 – 2015

- Directed customer relationships for the leading provider of mobile app data software and services.

Director, Client Development, Market Metrix. Larkspur, CA. 2012 – 2014

- Directed sales and marketing for a customer feedback data provider to leading hotels and casinos.

Producer & Host, The Nor Cal Report. San Francisco, CA. 2007 – 2011

- Co-launched and hosted digital sports talk show featuring unique interviews with pro athletes.

CERTIFICATIONS & TRAINING

PBl World (Buck Institute of Education)

Right Question Institute, Cambridge, MA

NFTE, National Foundation for Teaching Entrepreneurship