

# Resume Rubric

Student: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Purpose of Resume</b> Reflects research and understanding of field</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Description of activities is unrelated to resume purpose and fails to illuminate relevant skills</li> <li><input type="checkbox"/> Does not include keywords related to resume's purpose</li> <li><input type="checkbox"/> Relevant skills or experiences are not positioned where they will be noticed</li> <li><input type="checkbox"/> Does not use category headings to label related experiences</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes extraneous information not related to the position which detracts from key messages</li> <li><input type="checkbox"/> Does not include keywords related to the position or industry</li> <li><input type="checkbox"/> Does not position the most important information where it is likely to be noticed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Related and relevant experiences are grouped and located near the top of the resume to gain notice</li> <li><input type="checkbox"/> Keywords that may be used to search for resumes in a database system are included and help brand the resume</li> </ul>	<p><b>(max 3)</b></p>
<p><b>Education</b> Highlights pertinent educational achievements</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Missing information such as location of institution or expected graduation date</li> <li><input type="checkbox"/> Fails to mention relevant projects</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides most basic degree information, but does not elaborate on projects or honors</li> <li><input type="checkbox"/> Not well organized</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes institution, degree, completion date and major/minor</li> <li><input type="checkbox"/> Describes projects which relate to resume purpose</li> <li><input type="checkbox"/> Includes GPA, if appropriate</li> </ul>	<p><b>(max 3)</b></p>
<p><b>Experience</b> Describes relevant experiences in a succinct, quantifiable, and persuasive way</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Description of work does not begin with action verbs</li> <li><input type="checkbox"/> Repeated use of the same action verb or use of weak verbs</li> <li><input type="checkbox"/> Is missing employer name, job title, location or dates</li> <li><input type="checkbox"/> Short, not detailed and does not describe activities with clarity</li> <li><input type="checkbox"/> Does not use numbers to depict scope of activities</li> <li><input type="checkbox"/> Uses narrative wrap-around format instead of bulleted descriptions</li> <li><input type="checkbox"/> Does not follow reverse chronological order</li> <li><input type="checkbox"/> Acronyms are not spelled out</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not detailed enough to fully understand what was done - why, how or for whom</li> <li><input type="checkbox"/> Includes extraneous information which does not relate to the intended career field</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Defines and quantifies skills and accomplishments in a persuasive way</li> <li><input type="checkbox"/> Includes the name of the employer, city, state, job title and dates</li> <li><input type="checkbox"/> Bulleted statements begin with a strong verb</li> <li><input type="checkbox"/> Experiences are in reverse chronological order</li> <li><input type="checkbox"/> The most relevant action statements are listed first</li> </ul>	<p><b>(max 3)</b></p> <hr style="width: 50%; margin: 0 auto;"/> <p style="text-align: center;"><b>X 7</b></p> <hr style="width: 50%; margin: 0 auto;"/>
<p><b>Presentation and Format</b> Visually appealing with proper use of grammar</p> <p>(Any typos will put your resume in a "NO" pile.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Layout does not allow white space</li> <li><input type="checkbox"/> Tabs or margins are not aligned on both left and right</li> <li><input type="checkbox"/> Fonts are too large or too small; too few or too many</li> <li><input type="checkbox"/> Name and headings do not stand out from the text</li> <li><input type="checkbox"/> Document is too long or fails to fill complete pages</li> <li><input type="checkbox"/> Contains punctuation or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Format is technically correct, but does not draw visual interest through use of bolding, italics, attractive font choice, indentation or line use</li> <li><input type="checkbox"/> Uses outdated font styles or fonts that are too large or too small</li> <li><input type="checkbox"/> Does not fill complete page or spills partially onto a second page</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The resume fills the page without appearing crowded</li> <li><input type="checkbox"/> Provides adequate white space</li> <li><input type="checkbox"/> Tabs and margins are consistent and aligned</li> <li><input type="checkbox"/> Fonts are coordinated and appropriate size</li> <li><input type="checkbox"/> Uses bold, capitalization and italics for stylized appearance and highlight name and headings</li> <li><input type="checkbox"/> Free of errors</li> </ul>	<p><b>(max 3)</b></p>
<p><b>TOTAL</b></p>				<p><b>(max 30)</b></p>

0-1 Points: Needs Improvement

2 Points: Average

3 Points: Effective

Score

\_\_\_\_\_ Approved (28-30 points)

\_\_\_\_\_ Send back for revisions (< 28 points)