

Resume Rubric

Student: _____ Reviewer: _____ Date: _____

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|---|---|--|--|---|
| <p>Purpose of Resume Reflects research and understanding of field</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Description of activities is unrelated to resume purpose and fails to illuminate relevant skills <input type="checkbox"/> Does not include keywords related to resume's purpose <input type="checkbox"/> Relevant skills or experiences are not positioned where they will be noticed <input type="checkbox"/> Does not use category headings to label related experiences | <ul style="list-style-type: none"> <input type="checkbox"/> Includes extraneous information not related to the position which detracts from key messages <input type="checkbox"/> Does not include keywords related to the position or industry <input type="checkbox"/> Does not position the most important information where it is likely to be noticed | <ul style="list-style-type: none"> <input type="checkbox"/> Related and relevant experiences are grouped and located near the top of the resume to gain notice <input type="checkbox"/> Keywords that may be used to search for resumes in a database system are included and help brand the resume | <p>(max 3)</p> |
| <p>Education Highlights pertinent educational achievements</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Missing information such as location of institution or expected graduation date <input type="checkbox"/> Fails to mention relevant projects | <ul style="list-style-type: none"> <input type="checkbox"/> Provides most basic degree information, but does not elaborate on projects or honors <input type="checkbox"/> Not well organized | <ul style="list-style-type: none"> <input type="checkbox"/> Includes institution, degree, completion date and major/minor <input type="checkbox"/> Describes projects which relate to resume purpose <input type="checkbox"/> Includes GPA, if appropriate | <p>(max 3)</p> |
| <p>Experience Describes relevant experiences in a succinct, quantifiable, and persuasive way</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Description of work does not begin with action verbs <input type="checkbox"/> Repeated use of the same action verb or use of weak verbs <input type="checkbox"/> Is missing employer name, job title, location or dates <input type="checkbox"/> Short, not detailed and does not describe activities with clarity <input type="checkbox"/> Does not use numbers to depict scope of activities <input type="checkbox"/> Uses narrative wrap-around format instead of bulleted descriptions <input type="checkbox"/> Does not follow reverse chronological order <input type="checkbox"/> Acronyms are not spelled out | <ul style="list-style-type: none"> <input type="checkbox"/> Not detailed enough to fully understand what was done - why, how or for whom <input type="checkbox"/> Includes extraneous information which does not relate to the intended career field | <ul style="list-style-type: none"> <input type="checkbox"/> Defines and quantifies skills and accomplishments in a persuasive way <input type="checkbox"/> Includes the name of the employer, city, state, job title and dates <input type="checkbox"/> Bulleted statements begin with a strong verb <input type="checkbox"/> Experiences are in reverse chronological order <input type="checkbox"/> The most relevant action statements are listed first | <p>(max 3)</p> <hr style="width: 50px; margin-left: auto; margin-right: 0;"/> <p style="text-align: center;">X 7</p> <hr style="width: 50px; margin-left: auto; margin-right: 0;"/> |
| <p>Presentation and Format 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"> <input type="checkbox"/> Layout does not allow white space <input type="checkbox"/> Tabs or margins are not aligned on both left and right <input type="checkbox"/> Fonts are too large or too small; too few or too many <input type="checkbox"/> Name and headings do not stand out from the text <input type="checkbox"/> Document is too long or fails to fill complete pages <input type="checkbox"/> Contains punctuation or spelling errors | <ul style="list-style-type: none"> <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 <input type="checkbox"/> Uses outdated font styles or fonts that are too large or too small <input type="checkbox"/> Does not fill complete page or spills partially onto a second page | <ul style="list-style-type: none"> <input type="checkbox"/> The resume fills the page without appearing crowded <input type="checkbox"/> Provides adequate white space <input type="checkbox"/> Tabs and margins are consistent and aligned <input type="checkbox"/> Fonts are coordinated and appropriate size <input type="checkbox"/> Uses bold, capitalization and italics for stylized appearance and highlight name and headings <input type="checkbox"/> Free of errors | <p>(max 3)</p> |
| <p>TOTAL</p> | | | | <p>(max 30)</p> |

0-1 Points: Needs Improvement

2 Points: Average

3 Points: Effective

Score

_____ Approved (28-30 points)

_____ Send back for revisions (< 28 points)