

RESUME RUBRIC

Categories	Excellent 4	Average 3	Needs Improvement 2	Unacceptable 1	Score (4-1)
<p>Overall Appearance, Format, & Style</p> <p><u>Goal:</u> <i>The resume is neat and easy to read; conveys a good first impression</i></p>	<ul style="list-style-type: none"> -One page -Font style and type size are consistent -Spacing is appropriate and consistent -Margins are acceptable -Information is aligned on the page -Appears attractive and professional -Has structure, clarity, visual appeal 	<ul style="list-style-type: none"> -Runs onto second page or fails to fill one page -Font style and type size are consistent -Spacing is appropriate and consistent -Contains uneven white space -Contains one error or inconsistency -Has some structure, clarity, visual appeal 	<ul style="list-style-type: none"> -Runs onto second page or fails to fill one page -Contains uneven white space -Inconsistent use of bold/italics, bullet points, font, type size, and/or spacing - Margins are less than ½ inch or more than 1 inch -Lacks structure, clarity, visual appeal 	<ul style="list-style-type: none"> -Multiple pages -Unattractive, sloppy, unprofessional -Too much or too little white space - Margins are less than ½ inch or more than 1 inch -Completely lacking in structure, clarity, visual appeal - Hard to read 	
<p>Grammar, Spelling, Punctuation, & Vocabulary</p> <p><u>Goal:</u> <i>The resume is polished, clear, and error-free</i></p>	<p>Contains all of the following: error-free capitalization spelling and punctuation; No typos; appropriate use of grammar; concise and readable</p>	<p>Contains three of the following: error-free capitalization spelling and punctuation; No typos; appropriate use of grammar; concise and readable</p>	<p>Contains 2 of the following: error-free capitalization spelling and punctuation; No typos; appropriate use of grammar; concise and readable</p>	<p>Contains 1 of the following: error-free capitalization spelling and punctuation; No typos; appropriate use of grammar; concise and readable</p>	
<p>Contact Information/Header</p> <p><u>Goal:</u> <i>The reviewer of the resume can easily reach you</i></p>	<ul style="list-style-type: none"> -Displays accurate name, address (optional), phone number, and professional email -Easy to read -Free of any typos or other errors -Stands out to reader 	<ul style="list-style-type: none"> -Displays accurate name, postal address (optional), phone number, and professional email -Free of any typos or other errors -Does not stand out 	<ul style="list-style-type: none"> -Displays accurate name, postal address (optional), and phone number -Does not provide a professional email -Contains typos or other errors -Does not stand out 	<ul style="list-style-type: none"> -Missing accurate name, postal address (optional), phone number, or professional email -Excessive typos or other errors, appears sloppy and unprofessional 	
<p>Content, Structure & Order</p> <p><u>Goal:</u> <i>The resume is separated into relevant, readable sections</i></p>	<ul style="list-style-type: none"> -Excellent choice of subject headers -Categories include enough information to substantiate the need for a heading -Structure and order of sections is easy to follow -Most important information is listed on the top half of the page 	<ul style="list-style-type: none"> -Good choice of subject headers -Categories include enough information to substantiate the need for a heading -Most important information does not stand out to the reader 	<ul style="list-style-type: none"> -Lacks appropriate subject headers -Category selection may be unclear -Structure and order is difficult to follow -Categories do not include enough information to substantiate the need for a heading -Most important information may not stand out 	<ul style="list-style-type: none"> -Lacks appropriate subject headers and/or category selection -Lacks structure and order -Most important information does not stand out -Provides irrelevant information (e.g. marital status, photo, age, or other personal information) 	

<p>Education Section</p> <p><u>Goal:</u> <i>The resume conveys relevant academic qualifications and training</i></p>	<ul style="list-style-type: none"> -Contains complete degree title/major with graduation month and year and full name and location of school -Highest level of education is listed first -GPA is listed if it is over a 3.0; alternatively, major GPA is used if it is over 3.0 -Relevant honors, activities, study abroad, scholarships and coursework are included (if they don't have a separate section) -Important information stands out to reader 	<ul style="list-style-type: none"> -Contains abbreviated degree, major, or school information -Highest level of education is listed first or second -GPA is listed if it is over a 3.0; alternatively, major GPA is used if it is over 3.0 -Minimum mention of relevant honors, activities, study abroad, scholarships and coursework etc. -Important information stands out to reader 	<ul style="list-style-type: none"> -Contains missing or inaccurate degree, major, graduation, or school information -Entries are not in reverse chronological order -GPA is not listed, is lower than a 3.0, or is otherwise listed inappropriately -Lacks mention of relevant honors, activities, scholarships, and coursework -Important information does not stand out 	<ul style="list-style-type: none"> -Contains missing or inaccurate degree, major, graduation, or school information -Entries are not in reverse chronological order -GPA is not listed, is lower than a 3.0, or is otherwise listed inappropriately -Lacks mention of relevant honors, activities, etc. -Important information is not included 	
<p>Experience Sections</p> <p><u>Goal:</u> <i>The resume conveys relevant skills and past work/volunteer experience</i></p>	<ul style="list-style-type: none"> -Relevant experience listed with organization name, title, dates, and location -Uses chronological order -Uses concise, direct, accomplishment/result /impact oriented language -Uses industry specific language -Contains quantifiable results -Uses bullet points and sentence fragments (not paragraphs) listed in order of importance 	<ul style="list-style-type: none"> -Relevant experience listed with organization name, title, dates, and location -Uses chronological order -Uses bullet points and sentence fragments (not paragraphs) listed in order of importance -Language may be vague, wordy, or weak -May lack quantifiable results or industry specific language 	<ul style="list-style-type: none"> -Lacks detail, offers little or no illustration of what was done -Contains irrelevant experiences -Language is vague, wordy, or weak -May lack quantifiable results or industry specific language -May not be in bullet point format -Important information does not stand out to reader 	<ul style="list-style-type: none"> -No type of experience listed -Information is in paragraph format -Contains irrelevant experiences -Language is vague, wordy, or weak -May lack quantifiable results or industry specific language -Not in bullet point format -Information does not stand out to reader 	
<p>Additional Sections (e.g. Activities, Achievements, Honors, Interests)</p> <p><u>Goal:</u> <i>The resume conveys relevant and/or interesting information that does not appear elsewhere on the resume</i></p>	<ul style="list-style-type: none"> -Section is relevant, well-organized -Contains organization name, title, dates, and location as appropriate -Leadership roles and related accomplishments or activities are included -Important information stands out to reader -Language is concise/direct 	<ul style="list-style-type: none"> -Section is relevant, but is missing key information -Contains organization name, title, dates, and location as appropriate -Leadership roles and related accomplishments or activities are included -Language is concise, direct, and skill-oriented -Important information may not stand out 	<ul style="list-style-type: none"> -Section includes information that is weak, incomplete, and/or irrelevant -Language is vague, indirect, or weak 	<ul style="list-style-type: none"> -Additional section(s) are appropriate and/or necessary, but missing entirely 	
TOTAL SCORE					
(28-7)					

