

Resume Rubric

How effective is your resume? Will it open the door to an interview?

Rate how well each resume quality is demonstrated.

4	Excellent	Strongly Agree	Always
3	Good	Agree	Usually
2	Average	Undecided	Occasionally
1	Inadequate	Disagree	Rarely
0	Poor	Strongly Disagree	Never

Categories	Resume Qualities	4	3	2	1	0
Overall Content	Relevant content included (No personal items such as photograph, gender, height, or date of birth)					
	Items spelled out instead of using acronyms					
	Most important information is at top of page					
	Accurate English used (Avoid personal pronouns such as "I" or "Me")					
	No typographical or grammatical errors					
	References are not mentioned (should be on a separate document)					
Overall Format	Statements are expressed in a consistent manner					
	Resume is visually appealing and easy to read					
	Resume fills the page but is not overcrowded (one page recommended)					
	Font type and size is appropriate and consistent (sans-serif, minimum 10 pt. recommended)					
	Structure is consistent (bullets, heading, margins)					
Heading & Contact Information	All entries within each section are listed in reverse chronological order					
	Name is at the top and stands out clearly from other text					
	Complete mailing address is included					
	Phone number is listed					
Profile	List your email address; permanent email preferred for final semester.					
	Career goal/job title identified in section heading or the first bullet point					
	Employer or industry name, if known, included when sharing resume					
	Industry key words and job qualifications clearly addressed					
Strengths or Skills	Key accomplishments included and tailored to job title/position					
	Strengths relate to the resume focus (computer, technical, or language skills and character traits)					
	Listed after or combined with the profile at the top of the resume					
Education	Skills are proven within resume					
	Degree and major listed before the school name (minor and GPA [3.0 and higher] are included if appropriate)					
	Graduation date is listed specifying the month and year					
Experience <small>(May be organized into Related and Additional Experience sections)</small>	Includes all collegiate level degrees earned (no high school)					
	Job titles (listed first), employers, city & state included for each position					
	Dates are listed for each position (usually includes the month and year)					
	Positions are described using bulleted statements, not paragraph format					
	Each description begins with a simple past or present action verb					
	Descriptions are concise, direct, and focus on accomplishments and quantifiable results					
Optional Sections	Information is relevant to the intended career field					
	Awards, scholarships, or other recognition included					
	Involvement in student or community organizations is shown					
	Honors are collegiate level and above					
Leadership Roles and/or Honors <small>(May be organized into categories to distinguish types of involvement)</small>	Description of activities or skills gained may be included					
	Sustained involvement is shown rather than one time activities					
Activities or Community Service	Study abroad or classes relevant to resume focus can be included					
Related Coursework <small>(May be added to Education section)</small>						