

Career Services Resume Rubric

Name:		Reviewer:	
			Date:
CRITERIA	EXCELLENT (3)	AVERAGE (2)	UNACCEPTABLE (1)
Style, Appearance, & Tone Goal: To ensure your strengths are highlighted for your specific audience and that the resume is polished & easy to read. Comments: Score: 3 2 1	- Fills one page without overcrowding - Margins are acceptable - Font style & size is readable - Formatting is consistent - Relevant info appears on the top ½ of the page - Section headings reflect content & content substantiates headings (section titles & descriptions are relevant to targeted opportunity) - Resume is targeted to internship, job or program	- Page appears crowded, but doesn't exceed one page - Less than two formatting errors	- Exceeds one page (2 page with exp) - Does not fill majority of one page - Margins are less than ½ inch or more than 1 inch - Font style is unreadable or in all caps - Text size is not between 9-10pt font
Grammar, Spelling, & Punctuation Goal: To ensure your resume is polished. Comments: Score: 3 2 1	- Error-free spelling - Error-free punctuation - Error-free spacing - Grammar is appropriate (e.g. verb tense, pronouns)	- Contains 1-2 minor errors (punctuation or spacing) - Has a pattern of a single error (e.g. some bullets have periods, some do not)	- Resume contains 3 or more individual errors - Has a pattern of 2 or more of the same type of error
Contact Information Goal: To ensure a reviewer can easily reach you. Comments: Score: 3 2 1	- Includes name, address (excluding when online), email, phone, portfolio hyperlink (when appropriate) - Name stands out on the resume - Provides professional email	- Name does not stand out - Email used is too casual	- Missing name, email, address, phone number & Portfolio link - Email used is inappropriate or unprofessional
Education Section Goal: To convey academic qualifications and training. Comments: Score: 3 2 1	- Entries are in reverse chronological order - Degree is spelled out - Major(s) (& Minor) and graduation month/year are indicated - Course work listed is relevant - Each institution includes name, location, & dates - If listed, GPA is in correct format - Relevance of study abroad, research, & honors is revealed	- Degree is abbreviated (BA) - If listed, GPA is not in correct format - Relevance of study abroad, research, & honors is not revealed	- Entries are not in reverse chronological order - Degree listed is something other than "Bachelor of Arts" - Missing declared major(s)/minor(s) - Entry is missing details (name, location, dates) - Irrelevant or high school info is listed
Experience Section(s)/or Project Experience Goal: To contextualize your skills & qualifications, showing relevance to the position desired. Comments: Score: 3 2 1	- Entries are in reverse chronological order - Organization name, position title, location, & dates are included - Bullets begin with strong action verbs and are in correct verb tense - Personal pronouns and extraneous words are omitted - Bullets are concise, direct, & indicate one's impact/accomplishments - Results are quantified - Bullets are listed in order of importance - Functional categories have been used appropriately to enhance marketability for educational experience	- Entries are in reverse chronological order - Entries have a pattern of one type of error (e.g. locations are omitted) - Action verbs are weak - Verb tense is incorrect for 1 entry - Bullets are not concise or direct and do not indicate impact - Bullets are written in complete sentences - Functional categories have been introduced but not presented correctly due to lack of research in identifying desired job leads to support abilities within desired roles	- Entries are not in reverse chronological order 3 or more entries do not include organization name, dates, position title, or location - Bullets are written in complete sentences - Verb tense is incorrect for 2 or more entries - Bullets are wordy, vague, or do not indicate one's impact - Bullets are not listed in order of importance to the reader - Results are not quantified when appropriate - Irrelevant or outdated information is listed
Skills & Interests Goal: To reveal relevant or interesting information that does not appear elsewhere on the resume. Comments: Score: 3 2 1	- Listings are relevant to the reader - Listings are concise - Level of proficiency is indicated for language - Hyperlink of portfolio is added to resume (relevant degrees only) - Hyperlinks to notable projects and articles have been included	- Proficiency level is indicated without the inclusion of a percentage or numerical value (it is preferred that proficiency not be listed as this is not accurately tested and is subjective) - High-profile projects of note are not included within resume	- Items are wordy - Items are vague or irrelevant - Level of proficiency is not indicated for language or computer skills