**RESUME RUBRIC**

Students should have the following components on their resume before a member of the careers team reviews it for endorsement:

**Personal and Contact Information:**

* First and last name
* Contact number
* City, State (optional)
* Professional email address
* Github link
* Customized LinkedIn link (optional)
* Portfolio link
* Social media (if relevant/professional and if space allows)

**Skills:**

* List of all technical skills, methodologies and platforms related to their curriculum track, with the strongest skills at the top of the list

**Projects Section, with each project containing:**

* Title
* One sentence to describe what it does
* Tech stack or sentence that says “Built using…”
* Link to the deployed project (preferably hyperlinked to the title)
* Github repo (if space allows)
* 2-3 bullets highlighting responsibilities, how technology was used, or accomplishments. Do not paragraph this information.
* No mention of “capstone” “Lambda Labs” or “school” project

**Employment**

* Name of employer, position title, and dates worked at the company
* 2-5 bullets describing responsibilities and accomplishments for jobs that reflect transferable skills. Do not use paragraphs.

**Education**

* Name of education institution, degree type, and date the degree was received or will be received
* Lambda is included, and is linked to their track’s page on lambdaschool.com

**Evaluator Notes:**

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION** | **Does not meet expectations** | **Meets expectations** | **Exceeds Expectations** |
| **Personal Information** | Missing contact information and/or links to other artifacts. | Contact information and functional links to all other artifacts listed. | N/A |
| **Skills** | Skills are not listed, list is incomplete, or list includes “soft” skills. | All technical skills covered at Lambda School are listed. | All technical skills covered at Lambda School, plus additional tech skills learned outside Lambda, are listed. |
| **Projects** | Projects missing details or not listed at all. | Projects include descriptions, list of tech skills used, and links to GitHub repo and portfolio, blog, or other relevant artifacts that expand on the project. | All projects, including personal projects completed outside of Lambda School, included with descriptions, list of tech skills used, and links to GitHub repo, portfolio, blog, or other relevant artifacts that expand on the project. |
| **Employment** | Prior experience is missing, or only lists company/title with no description of prior roles. | Prior experience is complete and highlights 2-3 bulleted accomplishments from past roles. | Prior experience is detailed and populated with power statements that highlight accomplishments from all past roles. Student highlights transferable skills. |
| **Education** | Education does not include Lambda School; details missing for other schools attended. | Lambda School and all other schools, including dates attended and certificates achieved. | Lambda School and all other schools listed, including dates and certificates, as well as summaries of coursework completed. |