

## Instructions for Using this Rubric

Before you write your resume, collect all your employment history. Check your resume against this rubric while completing the [checklist](#).

### The Rubric

Criteria	Meets specifications	Exceeds specifications (Completely Udacious)
General	<ul style="list-style-type: none"> <li>• Resume fits on one page</li> <li>• Resume is in PDF format</li> <li>• Links are hyperlinked</li> <li>• Spelling and grammar are correct</li> <li>• Resume does <b>not</b> include: age, gender, marital status, photo, an objective statement or mention of references.</li> <li>• Resume avoids language or acronyms that are unknown to employers</li> <li>• Resume does <b>not</b> include negative language</li> <li>• Resume uses a standard order: eg. Heading, Skills, Projects, Relevant Experience, Education.</li> <li>• Content in subsections is listed reverse chronologically</li> </ul>	<ul style="list-style-type: none"> <li>• Resume has link to professional twitter account, professional blog or online portfolio.</li> </ul>
Heading	<ul style="list-style-type: none"> <li>• Heading includes: full name, phone number, email, LinkedIn and Github profiles (if relevant).</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• <b>Relevant</b> and challenging technologies are listed: programming languages,</li> </ul>	

	<p>frameworks, IDEs, version control systems, databases, operating systems, image/video/audio editing software.</p> <ul style="list-style-type: none"> <li>● If resume displays a wide range of skills, student notes which skills are of particular expertise.</li> </ul>	
Education	<ul style="list-style-type: none"> <li>● Nanodegree included (note “in progress” if needed).</li> <li>● Any college, major and honors are included.</li> <li>● If particularly applicable, relevant courses are listed (especially if outside major).</li> <li>● GPA is listed only if first job out of college or above 3.5.</li> <li>● Education section is at top if it is the first job out of college OR degree is from a prestigious institution.</li> </ul>	<ul style="list-style-type: none"> <li>● If prestigious institution attended, education section moved to top</li> </ul>
Projects & Experience	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>● Only most <b>relevant</b> projects are listed, but many types are acceptable</li> <li>● Technologies used to create projects have are in list format (possibly with bullet points) and have descriptions</li> </ul> <p><b>Relevant Experience</b></p> <ul style="list-style-type: none"> <li>● Experiences note company/ organization, title of role, start and end date (month &amp; year), location, title</li> <li>● Relevant experience listed, including unpaid or part-time. Omitted the words “part-time” and “unpaid”</li> </ul>	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>● Open source contributions are highlighted</li> </ul> <p><b>Other Honors</b></p> <ul style="list-style-type: none"> <li>● Awards, publications, presentations are correct and correctly formatted.</li> </ul>
Bullet Points	<ul style="list-style-type: none"> <li>● Maximum 3-4 bullet points</li> <li>● No sub-bullet points</li> </ul>	

- Bullet points start with action verbs
- Correct tense is used in bullet points: past tense for previous, current tense for on-going
- Bullet points note specifically how you benefited your company or cause
- Bullet points provide concrete, numerical evidence, eg. projects completed, money made, or people managed, accomplishments (eg. % increase)
- Bullet points are one sentence maximum, not longer than one and a half lines

## Targeted for Profession

### Switching Careers

- Includes a 2-3 sentence career summary (placed near the top of your resume) explaining the switch with evidence of interest and ability in new field.

### Resume Target for Job

- Appropriate keywords for your field are used
- Resume is customized for specific company
- Resume uses a sufficient *variety* of key skills, traits and responsibilities highlighted, specific to the job.
- Resume proves you have skills and traits specific to the job.
- Experiences are selected to prove success in job's responsibilities.

### Interests, Hobbies (optional)

- A concise list of appropriate interests and hobbies are included

Style	<ul style="list-style-type: none"><li>• All text is aligned to left or right axis</li><li>• Company name and title are emphasized/distinct (includes using columns for company, title, date)</li><li>• Project name and role are emphasized</li><li>• Content optimized for horizontal space</li><li>• Lists of single words are condensed into the same line</li><li>• Section headings distinct from other text</li><li>• Name is at the top of the page and larger than other text.</li><li>• Section formatting is consistent: bullet points, section headings, work history</li></ul>	<ul style="list-style-type: none"><li>• Styling of name and basic information has a personal flair, yet is professional (styling is within suggested size limits)</li></ul>
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