**RESUME RUBRIC**

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| --- | --- | --- | --- | --- | --- |
| Categories | **Excellent**  **4** | **Average**  **3** | **Needs Improvement**  **2** | **Unacceptable**  **1** | **Score**  *(4-1)* |
| **Overall Appearance, Format, & Style**  **Goal**: *The resume is neat and easy to read; conveys a good first impression* | -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 | -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 | -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 | -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 |  |
| **Grammar, Spelling, Punctuation, & Vocabulary**  **Goal**: *The resume is polished, clear, and error-free* | Contains all of the following: error-free capitalization spelling and punctuation; No typos; appropriate use of grammar; concise and readable | Contains three of the following: error-free capitalization spelling and punctuation; No typos; appropriate use of grammar; concise and readable | Contains 2 of the following: error-free capitalization spelling and punctuation; No typos; appropriate use of grammar; concise and readable | Contains 1 of the following: error-free capitalization spelling and punctuation; No typos; appropriate use of grammar; concise and readable |  |
| **Contact Information/Header**  **Goal**: *The reviewer of the resume can easily reach you* | -Displays accurate name, address (optional), phone number, and professional email  -Easy to read  -Free of any typos or other errors  -Stands out to reader | -Displays accurate name, postal address (optional), phone number, and professional email  -Free of any typos or other errors  -Does not stand out | -Displays accurate name, postal address (optional), and phone number  -Does not provide a professional email  -Contains typos or other errors  -Does not stand out | -Missing accurate name, postal address (optional), phone number, or professional email  -Excessive typos or other errors, appears sloppy and unprofessional |  |
| **Content, Structure & Order**  **Goal**: *The resume is separated into relevant, readable sections* | -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 | -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 | -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 | -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) |  |
| **Education Section**  **Goal**: *The resume conveys relevant academic qualifications and training* | -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 | -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 | -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 | -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 |  |
| **Experience Sections**  **Goal**: *The resume conveys relevant skills and past work/volunteer experience* | -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 | -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 | -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 | -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 |  |
| **Additional Sections (e.g. Activities, Achievements, Honors, Interests)**  **Goal**: *The resume conveys relevant and/or interesting information that does not appear elsewhere on the resume* | -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 | -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 | -Section includes information that is weak, incomplete, and/or irrelevant  -Language is vague, indirect, or weak | -Additional section(s) are appropriate and/or necessary, but missing entirely |  |
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|  |  |  |  | **TOTAL SCORE** (28-7) |  |