

## ENGINEERING 23 – Resume Grading Rubric

**TOTAL: / 100 PTS**

<b>BASIC INFORMATION (5 PTS)</b> Information about yourself <ul style="list-style-type: none"> <li>Name; Address; Phone Number; Email Address</li> </ul>	<ul style="list-style-type: none"> <li>Properly includes all basic and contact information on the top of resume</li> <li>LinkedIn Link, GitHub Link, or any online portfolios</li> </ul>	<ul style="list-style-type: none"> <li>Missing 1-2 basic/contact information on the top of the resume</li> <li>Missing external links (e.g. LinkedIn, GitHub)</li> </ul>	<ul style="list-style-type: none"> <li>Basic and contact information are missing</li> </ul>
	<b>5 PTS</b>	<b>3 PTS</b>	<b>1 PTS</b>
<b>EDUCATION (5 PTS)</b> Relevant information on your institution(s) <ul style="list-style-type: none"> <li>Name of School; Degree</li> <li>Graduation Date; Major; GPA; Courses; Scholarships</li> </ul>	<ul style="list-style-type: none"> <li>Lists all relevant institutions with graduation date, degree, GPA</li> <li>Includes affiliated organizations</li> </ul>	<ul style="list-style-type: none"> <li>Education section is incomplete with 1-2 missing information</li> <li>Use of abbreviations</li> <li>Irrelevant information included, such as relevant courses not listed</li> </ul>	<ul style="list-style-type: none"> <li>Missing more than 2 pieces of information</li> <li>Extensive use of abbreviations and irrelevant information</li> <li>Uses up more than 2 lines on resume</li> </ul>
	<b>5 PTS</b>	<b>3 PTS</b>	<b>1 PTS</b>
<b>EXPERIENCE (30 PTS)</b> Any relevant experience? Illustrate relevant skills? <ul style="list-style-type: none"> <li>Compelling experiences, such that are the most critical and in line with job description</li> <li>Skills acquired from previous experience</li> <li>Internships/Research may be added as an additional section</li> <li>Students with relevant projects (on- and off-campus) may consider adding an additional section</li> </ul>	<ul style="list-style-type: none"> <li>Experiences are ordered based on importance to position</li> <li>Information is well defined and includes: organization name, position, location, and dates</li> <li>Each bullet begins with a strong action verb</li> <li>Results are quantified</li> <li>Skills/accomplishments that match position are clearly illustrated</li> </ul>	<ul style="list-style-type: none"> <li>Experiences are ordered properly</li> <li>Descriptions of experiences are not concise and detailed</li> <li>Bullets do not illustrate skills, accomplishments, and/or impact</li> <li>Experiences may not be relevant to the field/job</li> </ul>	<ul style="list-style-type: none"> <li>Experiences are randomly ordered and do not match the job description</li> <li>Descriptions seem vague and general without illustrating skills and/or achievements</li> <li>No evidence of skill proficiency is provided</li> </ul>
	<b>30 PTS</b>	<b>20 PTS</b>	<b>10 PTS</b>

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<b>ENGINEERING PROJECTS (30 PTS)</b> Engineering projects on campus <ul style="list-style-type: none"> <li>Relevant projects from research lab, Maker Space, club design projects, and/or course projects</li> <li>Showcase soft/hard skills</li> </ul>	<ul style="list-style-type: none"> <li>Engineering projects are ordered based on relevance to the position</li> <li>Content is well described with detailed information on soft/hard skills that match position</li> </ul>	<ul style="list-style-type: none"> <li>Projects are ordered properly, but may not be completely relevant to the field/job</li> <li>Descriptions are not concise</li> </ul>	<ul style="list-style-type: none"> <li>Engineering projects are randomly ordered and irrelevant</li> <li>Information provided is vague</li> <li>Results of projects are not qualitatively or quantitatively described</li> </ul>
	<b>30 PTS</b>	<b>15 PTS</b>	<b>5 PTS</b>
<b>TECHNICAL SKILLS (10 PTS)</b> Showcase your skills and awards <ul style="list-style-type: none"> <li>Relevant Technical Skills</li> <li>Computer languages</li> <li>Honors &amp; Awards</li> </ul>	<ul style="list-style-type: none"> <li>Skills listed are relevant to job description</li> <li>Section is organized and easy to read; proficiency is listed</li> </ul>	<ul style="list-style-type: none"> <li>Skills are somewhat relevant</li> <li>Poorly organized</li> </ul>	<ul style="list-style-type: none"> <li>Skills are either irrelevant or missing</li> <li>Poorly organized</li> </ul>
	<b>10 PTS</b>	<b>5 PTS</b>	<b>1 PTS</b>
<b>HONORS &amp; LEADERSHIPS (5 PTS)</b> Showcase your skills and awards <ul style="list-style-type: none"> <li>Relevant Technical Skills</li> <li>Computer languages</li> <li>Honors &amp; Awards</li> </ul>	<ul style="list-style-type: none"> <li>Honors and leaderships listed are relevant to job description</li> <li>Section is organized and easy to read; proficiency is listed</li> </ul>	<ul style="list-style-type: none"> <li>Honors and leaderships are somewhat relevant</li> <li>Poorly organized</li> </ul>	<ul style="list-style-type: none"> <li>Honors and leaderships are either irrelevant or missing</li> <li>Poorly organized</li> </ul>
	<b>5 PTS</b>	<b>3 PTS</b>	<b>1 PTS</b>
<b>FORMAT &amp; CONTENT (15 PTS)</b> One page, properly formatted resume with no grammar/spelling errors <ul style="list-style-type: none"> <li>Properly formatted</li> <li>Sections are organized</li> </ul>	<ul style="list-style-type: none"> <li>No longer than one page with 10-12 pt. proper font</li> <li>Balanced white space</li> <li>Effective use of bolding, italics, and formatting</li> <li>No grammar/spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>Not a full page</li> <li>Font/white space not balanced</li> <li>Inconsistent use of bolding, italics, and formatting</li> <li>Few grammar/spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>Less than one page or more than one page</li> <li>Poor formatting and inconsistencies throughout the resume</li> <li>Requires proofreading</li> </ul>
	<b>15 PTS</b>	<b>10 PTS</b>	<b>5 PTS</b>