Resume Rubric

Summary statement

- Leans in toward the role, but still remain broad on why you're a good fit
- Highlights specific skills and experience

Contact Information

- Don't include your professional email from a current job

Work Experience

- Ideally have each item with at with at least 2 skills that highlight your alignment with the role you're applying for
- Use past tense (Conducted, Designed, Implemented, Enhanched, etc.)
- Highlight your most notable, specialized skills (less can be more!)
  - Trained other employees on organization processes and software
  - Handled cash to process over $3000 of credit transactions daily

Education

- Only put second if work experience > education
- Make sure to include
  - Recent to oldest
  - Years of attendance
  - Degree obtained (if obtained)
  - Relevant coursework

Skills and abilities

- Special skills applicable to the job that don't get mentioned above
- Note languages (both spoken and technical)
- Note software tools you are familiar with that the company also uses

Interests (Optional)

- Personal interest to make that human connection (think empathy)
- Do not use inappropriate or interests unrelated to the role

Cover Letter Rubric

Paragraph structure

- Position, reason for applying, how you heard of it & why you're a good fit
- Why are you interested – what attracts you (why *this* organization?)
- Most attractive qualities, qualification, hard skills, experience, and how does all of that align with your personal goals?
- Express appreciation for their time
- End on a positive note – a repeat of your interest in the role/company

General tone

- Spelling/grammar not tolerated
- Avoid filler
- Include any referrals
- Clarify career gaps
- Avoid apologies - don't use negatives or "I feel"

Overall Rubric

Formatting   (45%)

- Clear readable font
- Simple Headings
- Brief, bulleted lists
- Consistent margins – balance out the white space

Resume   (25%)

Cover letter   (25%)

References   (5%)