# **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%)