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|  | **Effective Resume**  **(Good Job!)**  **[4]** | **Above Average Resume**  **[3]** | **Resume is Average**  **(needs improvement)**  **[2]** | **Resume needs significant improvement**  **[1]** |
| **Resume**  **Style**  Score\_\_\_\_ | This resume fills the page but also is not overcrowded. The spacing is equal between sections on the resume, and the font is between 10.5 and 12. There are no grammatical or spelling errors. This resume could be easily reviewed. | This resume almost fills the page but has some uneven white space. There may be a single spelling or grammar error here. | The font and spacing of this resume are not appealing and easily reviewed. There is more than one spelling or grammar error. Resume is on a template and is far too small. | This resume is either one-half page or two to three pages long. The font is too big or too small and may be hard to read or follow. There is more white space than words on the page. There are multiple spelling errors. Template is used. |
| **Objective**  Score\_\_\_\_ | the Section clearly specifies the desired position or type of position and/or specifies the type of organization (or the name of the company) the applicant wants to work for and/or the skills the applicant hopes to use and build through the job. No personal pronouns. Gives the resume a strong direction. | Gives a general idea of the position or organization or skills, but could be clearer and more specific. | Section specifies the type of industry the applicant is interested in, but does not clarify the type of position, organization, or the skills they want to use. | Section is too broad or too vague and does not specify a clear objective of what the applicant is seeking for employment. Uses personal pronouns such as “I” or “my.”  If nonexistent mark as “N/A” |
| **Education**  **Section**  Score\_\_\_\_ | This section is organized, clear, and well defined. It highlights the most pertinent information. This section includes: institution with its location, graduation date, major, degree, (reasonable relevant course work section). It may also include the GPA (if it is above 3.0). | This section is organized and easy to read. This section includes: institution with its location, graduation date, major, and degree, and may also include the GPA (if it is above 3.0) | This section is not well organized. There is no order to how information is formatted in this section. Includes information such as institution with its location, graduation date, and major, but degree is not listed. | This section is missing the most crucial information. Institution is listed without a location. Graduation date is not listed. Major is listed but not degree. Resume includes information from High School. No college listed. |
| **Experience**  **Section**  Score\_\_\_\_ | This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Job tasks are clear, concise, and well marketed in the form of bullet statements beginning with action verbs. | Location of work, titles, and dates are included. Includes bullet statements beginning with action verbs. However, not detailed enough to fully understand what was done. Information does not relate well to the intended career field. | Descriptions are not in the form of bullets beginning with action verbs. Complete sentences in paragraph form are used to describe previous positions. Places of work are included for each position but not locations, dates, and titles. | This section is not well defined, and there is no order to the descriptions of each position. Descriptions are not detailed and offer no illustration of what was done, or are listed in a simple list format. No locations and dates of employment are listed. |
| **Additional Sections**  Score\_\_\_\_ | Sections are well organized and easy to understand. Dates of memberships/ involvement are listed. Sections highlight pertinent information that is appropriate for their industry/organization. | Sections include necessary information but the information is difficult to follow and skills are adequately defined. Dates of involvement are listed. | Few to no additional sections. No reference to leadership positions, personal involvement (professionally or collegiately) and no dates of involvement. | No additional sections listed. Contains very little information. Organization involvement is not listed. No descriptions are listed. |

**Total score**\_\_\_\_\_\_\_\_

**Resume Rubric**