Resume Rubric

Criteria		
Format/ Appearance - 6 pts		
No template used	1pt	
Appropriate format (chronological, functional, combination)	1pt	
Margins are between 3/4 to 1 inch on all sides	1pt	
Format highlights strengths and information	1pt	
Design elements are consistent (font styles, sizes)	1pt	
Fills page without overcrowding or excessive empty space	1pt	
Grammar/ Spelling - 4 pts		
No punctuation or spelling errors	1pt	
Formal, professional language used instead of informal language	1pt	
Appropriate and consistent grammar (e.g. verb tense)	1pt	
Does not contain any personal pronouns (e.g. I, me, my)	1pt	
Organization - 4 pts		
Name and Contact info clearly, prominently listed on the top of the page	1pt	
Relevant info appears on the top 1/2 of the page	1pt	
Each experience contains title, organization/company, location, time duration	1pt	
Section titles effectively identify sections	1pt	
General Content - 6 pts		
Education section includes degree, institution, city, state, graduation date, major	1pt	
Descriptive statements using action verbs	1pt	
Entries are in reverse chronological order	1pt	
Action statements begin with verbs to describe duties and skills	1pt	
Does not include tables or photographs (unless the student is in a performance based major that requires headshots on resumes)	1pt	
Does not include personal information (e.g. age, gender, nationality)	1pt	
Total	20	