

Instructions for Using this Rubric

Before you write your resume, collect all your employment history. Check your resume against this rubric while completing the [checklist](#).

The Rubric

| Criteria | Meets specifications | Exceeds specifications (Completely Udacious) |
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| General | <ul style="list-style-type: none"> • Resume fits on one page • Resume is in PDF format • Links are hyperlinked • Spelling and grammar are correct • Resume does not include: age, gender, marital status, photo, an objective statement or mention of references. • Resume avoids language or acronyms that are unknown to employers • Resume does not include negative language • Resume uses a standard order: eg. Heading, Skills, Projects, Relevant Experience, Education. • Content in subsections is listed reverse chronologically | <ul style="list-style-type: none"> • Resume has link to professional twitter account, professional blog or online portfolio. |
| Heading | <ul style="list-style-type: none"> • Heading includes: full name, phone number, email, LinkedIn and Github profiles (if relevant). | |
| Skills | <ul style="list-style-type: none"> • Relevant and challenging technologies are listed: programming | |

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| | <p>languages, frameworks, IDEs, version control systems, databases, operating systems, image/video/audio editing software.</p> <ul style="list-style-type: none"> ● If resume displays a wide range of skills, student notes which skills are of particular expertise. | |
| Education | <ul style="list-style-type: none"> ● Nanodegree included (note “in progress” if needed). ● Any college, major and honors are included. ● If particularly applicable, relevant courses are listed (especially if outside major). ● GPA is listed only if first job out of college or above 3.5. ● Education section is at top if it is the first job out of college OR degree is from a prestigious institution. | <ul style="list-style-type: none"> ● If prestigious institution attended, education section moved to top |
| Projects & Experience | <p>Projects</p> <ul style="list-style-type: none"> ● Only most relevant projects are listed, but many types are acceptable ● Technologies used to create projects have are in list format (possibly with bullet points) and have descriptions <p>Relevant Experience</p> <ul style="list-style-type: none"> ● Experiences note company/ organization, title of role, start and end date (month & year), location, title ● Relevant experience listed, including unpaid or part-time. Omitted the words “part-time” and “unpaid” | <p>Projects</p> <ul style="list-style-type: none"> ● Open source contributions are highlighted <p>Other Honors</p> <ul style="list-style-type: none"> ● Awards, publications, presentations are correct and correctly formatted. |

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| <h2>Bullet Points</h2> | <ul style="list-style-type: none"> • Maximum 3-4 bullet points • No sub-bullet points • Bullet points start with action verbs • Correct tense is used in bullet points: past tense for previous, current tense for on-going • Bullet points note specifically how you benefited your company or cause • Bullet points provide concrete, numerical evidence, eg. projects completed, money made, or people managed, accomplishments (eg. % increase) • Bullet points are one sentence maximum, not longer than one and a half lines | |
| <h2>Targeted for Profession</h2> | <h3>Switching Careers</h3> <ul style="list-style-type: none"> • Includes a 2-3 sentence career summary (placed near the top of your resume) explaining the switch with evidence of interest and ability in new field. <h3>Resume Target for Job</h3> <ul style="list-style-type: none"> • Appropriate keywords for your field are used • Resume is customized for specific company • Resume uses a sufficient <i>variety</i> of key skills, traits and responsibilities highlighted, specific to the job. • Resume proves you have skills and traits specific to the job. | |

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| | <ul style="list-style-type: none">• Experiences are selected to prove success in job's responsibilities. <p>Interests, Hobbies (optional)</p> <ul style="list-style-type: none">• A concise list of appropriate interests and hobbies are included | |
| Style | <ul style="list-style-type: none">• All text is aligned to left or right axis• Company name and title are emphasized/distinct (includes using columns for company, title, date)• Project name and role are emphasized• Content optimized for horizontal space• Lists of single words are condensed into the same line• Section headings distinct from other text• Name is at the top of the page and larger than other text.• Section formatting is consistent: bullet points, section headings, work history | <ul style="list-style-type: none">• Styling of name and basic information has a personal flair, yet is professional (styling is within suggested size limits) |