

RESUME/CV REVIEW RUBRIC

CONTACT INFORMATION SECTION	YES	NO
My full name, phone number, email address, city/state, and LinkedIn URL are listed	<input type="checkbox"/>	<input type="checkbox"/>
My name is the largest font on the document	<input type="checkbox"/>	<input type="checkbox"/>
I have NOT included my full mailing address or any other personal data (e.g. DOB)	<input type="checkbox"/>	<input type="checkbox"/>
SKILLS SECTION	YES	NO
Technical skills are clearly noted and categorized appropriately (e.g. programming languages, tools, libraries, software, methods, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Non-technical skills are NOT included (e.g. communication, teamwork, leadership, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
EXPERIENCE SECTION	YES	NO
Includes C1 training program (Experience, Projects, Certifications, or Education section)	<input type="checkbox"/>	<input type="checkbox"/>
Experiences are listed in reverse chronological order (most recent first)	<input type="checkbox"/>	<input type="checkbox"/>
Each experience has at least 2 bullet points	<input type="checkbox"/>	<input type="checkbox"/>
Each bullet point begins with an action verb (what you're doing or have done)	<input type="checkbox"/>	<input type="checkbox"/>
Each bullet point contains information on the what, how, and why	<input type="checkbox"/>	<input type="checkbox"/>
Information is quantified where possible	<input type="checkbox"/>	<input type="checkbox"/>
Technical and transferable skills are integrated into bullet points where possible	<input type="checkbox"/>	<input type="checkbox"/>
Bullet points do NOT contain personal pronouns (e.g. I, my, our, your, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
EDUCATION SECTION	YES	NO
Education experiences are listed in reverse chronological order (most recent first)	<input type="checkbox"/>	<input type="checkbox"/>
I have included any qualifications obtained in other countries	<input type="checkbox"/>	<input type="checkbox"/>
FORMAT	YES	NO
My resume/CV has at least 4 sections: Contact Information, Skills, Education, Experience	<input type="checkbox"/>	<input type="checkbox"/>
My resume/CV is 1 page (it can be longer if you have 10+ years of experience)	<input type="checkbox"/>	<input type="checkbox"/>
The margins are appropriately sized (at least 0.5 inches/1.27 centimeters)	<input type="checkbox"/>	<input type="checkbox"/>
There is enough white space on the page to easily scan the document	<input type="checkbox"/>	<input type="checkbox"/>
All headings, dates, and titles are properly aligned and consistently formatted	<input type="checkbox"/>	<input type="checkbox"/>
I have removed unnecessary sections (e.g. vague objectives, references, irrelevant publications or conferences attended)	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL IMPACT	YES	NO
My resume/ CV feels focussed on action and accomplishments	<input type="checkbox"/>	<input type="checkbox"/>
I have checked for spelling and grammatical errors; and all hyperlinks work	<input type="checkbox"/>	<input type="checkbox"/>