**Resume and LinkedIn Profile Grading Rubric**

MGT200

Spring 2016

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Dear Student,

Please bring a copy of this grading rubric along with your new or updated resume and your new or updated LinkedIn profile to walk-in hours at the Career Center (Monday through Friday, 10 a.m. to 5 p.m.). A Career Peer will review your resume and LinkedIn profile. He or she will then “approve” your resume and profile. Please note that the Career Peer may or may not approve your resume and / or LinkedIn profile after an initial review; you may be asked to revise and return to walk-in hours before approval is given. This signed and dated grading rubric will be due in class on February 15; you should bring it to class. Thank you!

**Resume Approval**

This resume meets the Career Center’s standards for a strong resume and includes the following elements:

* One page in length
* Free of any grammatical or editing errors
* Thoughtfully formatted; easy for the reader to scan
* Focused on your key skills and experiences, ideally related to a particular job or internship opportunity
* Contains strong action verbs and energizing language
* Crisp, relevant, engaging

Career Peer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LinkedIn Profile Approval**

* Appropriate photo: can be done with your cellphone, business casual is fine, smiling, plain background recommended
* Headline which captures who you are, ideally what you are targeting

e.g. Rising Junior Seeking Architecture Internship for Summer 2016 in Southern California

* Summary: several sentences summarizing who you are and what you wish to target
* Appropriate Education, Experience, Honors & Awards, Projects/Skills that could reinforce your target area
* Groups: you should join 3-4 groups to start
* Links: if you are just starting, you should have at least 25 links

Career Peer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_