



Resume Rubric

	<i>Excellent</i>	<i>Above average</i>	<i>Average</i>	<i>Below average</i>
VISUAL APPEAL	<ul style="list-style-type: none"> <input type="checkbox"/> Fills one page without overcrowding. <input type="checkbox"/> Page margins are balanced and appropriate. <input type="checkbox"/> Font style is consistent and professional. <input type="checkbox"/> Font size is readable. <input type="checkbox"/> When printed, uses quality paper/printing. <input type="checkbox"/> When emailed, includes author's last name in document's title. <input type="checkbox"/> Consistent use of special characters and styles (ex. periods, bold lettering, all CAPS, italics, indentions, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Contains uneven white space or does not fill up the page. <input type="checkbox"/> Font styles are acceptable. <input type="checkbox"/> Font size is inappropriate. <input type="checkbox"/> There is some inconsistency in the use of special characters and styles, specifically _____ <input type="checkbox"/> Uses unnecessary graphic elements. 	<ul style="list-style-type: none"> <input type="checkbox"/> Has obvious unused "white" space, or is too long. <input type="checkbox"/> Fonts are distracting or they are not easy to read. <input type="checkbox"/> There is a lot of inconsistency in the use of special characters and styles, specifically _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Has significant unused "white" space (more than ½ page) or is more than 2 pages long. <input type="checkbox"/> Page margins are uneven and awkward. <input type="checkbox"/> More than four font styles are used. <input type="checkbox"/> Font size is too large or too small. <input type="checkbox"/> Inconsistent use of special characters or styles include: _____ _____
ORGANIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> Uses reverse chronological order when listing items. <input type="checkbox"/> Uses headings that showcase the writer's strengths while matching the job requirements. <input type="checkbox"/> Most important items are listed on the top half of the resume. <input type="checkbox"/> Highlights key ideas with bolding and bullets. 	<ul style="list-style-type: none"> <input type="checkbox"/> Listing items in reverse chronological order is inconsistent. <input type="checkbox"/> Headings accurately reflect contents of the categories. <input type="checkbox"/> Important items are spread throughout the resume. <input type="checkbox"/> Key ideas/skills are not highlighted. 	<ul style="list-style-type: none"> <input type="checkbox"/> Several lists are not in chronological order. <input type="checkbox"/> Headings are acceptable for each category, but may not accurately reflect contents. <input type="checkbox"/> Does not appear to have been organized for a specific reader. <input type="checkbox"/> Difficult to identify key ideas and skills. 	<ul style="list-style-type: none"> <input type="checkbox"/> Experiences and listings are not organized well and information is difficult to find. <input type="checkbox"/> Headings do not accurately represent category contents. <input type="checkbox"/> Key ideas/skills are not identifiable.

HEADING	<ul style="list-style-type: none"> <input type="checkbox"/> Header contains name, street address, city, state, zip, phone number, and a professional email address. <input type="checkbox"/> There is no hyperlink in the email. <input type="checkbox"/> Name stands out. <input type="checkbox"/> May include a line or other minor graphic to set heading apart from the rest of the resume. 	<ul style="list-style-type: none"> <input type="checkbox"/> Header is missing one of the following: name, address, city, state, zip, phone number, or professional email address. <input type="checkbox"/> Name does not stand out. 	<ul style="list-style-type: none"> <input type="checkbox"/> Header is missing two or more of the following: name, address, city, state, zip, phone number, or professional email address. <input type="checkbox"/> Email has hyperlink. 	<ul style="list-style-type: none"> <input type="checkbox"/> Crucial information is missing from the header. <input type="checkbox"/> Includes the word "Resume" <input type="checkbox"/> Contains personal information not necessary in a resume.
OBJECTIVE / SUMMARY	<ul style="list-style-type: none"> <input type="checkbox"/> The objective or summary describes a specific short-term career goal. <input type="checkbox"/> May also contain additional information about the author's skills. 	<ul style="list-style-type: none"> <input type="checkbox"/> The objective or summary vaguely describes a short-term career goal. <input type="checkbox"/> The objective or summary describes a long-term career goal. <input type="checkbox"/> If it contains information about author's skills it is vague or not relevant. 	<ul style="list-style-type: none"> <input type="checkbox"/> The objective or summary provides the reader with little understanding of writer's goals. 	<ul style="list-style-type: none"> <input type="checkbox"/> The resume contains no objective or summary.
EDUCATION	<ul style="list-style-type: none"> <input type="checkbox"/> Includes only post-secondary education. <input type="checkbox"/> Official degree name is listed. <input type="checkbox"/> Option and/or minor is included when applicable. <input type="checkbox"/> Name of the institution and location (City, State) is included. <input type="checkbox"/> Date degree is received or anticipated is included. <input type="checkbox"/> GPA listed is 3.0 or above <input type="checkbox"/> May include study abroad, academic honors, or other related information. 	<ul style="list-style-type: none"> <input type="checkbox"/> One of the following is not accurate: name of degree, option, minor, institution, location, or date. <input type="checkbox"/> GPA listed is below 3.0. 	<ul style="list-style-type: none"> <input type="checkbox"/> Two or more of the following is not accurate: name of degree, option, minor, institution, location, or date. 	<ul style="list-style-type: none"> <input type="checkbox"/> Section is not included or crucial information is missing.

SKILL DESCRIPTION	<ul style="list-style-type: none"> <input type="checkbox"/> Resume includes a minimum of two experiences with three bulleted skill descriptions each. <input type="checkbox"/> Skill descriptions begin with action verbs and clearly define skill development. <input type="checkbox"/> Experience listing(s) contain contextual information consisting of: position/title, (2) organization, location (city, state), and (4) dates. <input type="checkbox"/> Appropriate verb tense is used. 	<ul style="list-style-type: none"> <input type="checkbox"/> Only includes one experience or experiences have only a couple of skill descriptions each. <input type="checkbox"/> Skill descriptions begin with action verbs but do not contain many details or do not clearly define the writer's skills. <input type="checkbox"/> Experience listing(s) do not contain one of the following: contextual information consisting of: (1) position/title, (2) organization, (3) location (city, state), and (4) dates. <input type="checkbox"/> Verb tense is inconsistent. 	<ul style="list-style-type: none"> <input type="checkbox"/> May contain terms like "duties included" and "responsibilities included". <input type="checkbox"/> Contains limited skill descriptions. <input type="checkbox"/> Action verbs are not consistently used in skill descriptions. <input type="checkbox"/> Contains incomplete listing(s) of experience. <input type="checkbox"/> Verb tense is not consistent and inappropriate. 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not contain skill description. <input type="checkbox"/> No action verbs are used. <input type="checkbox"/> Uses only category listings to communicate what the reader can do.
GRAMMAR & SPELLING	<ul style="list-style-type: none"> <input type="checkbox"/> Personal pronouns are not used. <input type="checkbox"/> There are NO spelling errors. <input type="checkbox"/> Abbreviations are not used unless necessary. <input type="checkbox"/> Correct grammar is used. 	<ul style="list-style-type: none"> <input type="checkbox"/> Some abbreviations are used but not necessary. <input type="checkbox"/> Contains minor grammar or spelling errors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Personal pronouns are used. <input type="checkbox"/> There are more than one spelling errors. <input type="checkbox"/> There is a pattern of grammatical errors. 	<ul style="list-style-type: none"> <input type="checkbox"/> There are several grammar and spelling errors. <input type="checkbox"/> Abbreviations used are unrecognizable and/or are unnecessary.