

Resume Rubric

| | This resume is strong enough to land an interview. | It is not certain that this resume would land an interview. | This resume is simply average & doesn't stand out among the competition. | This resume needs significant improvement & would be discarded during screening. |
|---|--|--|---|--|
| Format | This resume nicely fills the page & balances white space with text. There are no grammatical or spelling errors. This resume could be scanned easily for industry keywords. | This resume doesn't fully & evenly cover the page. Text is not consistent throughout the document. There are one or two spelling/grammatical errors. | The font & spacing of this resume are not attractive or easily scanned. There are several spelling/grammatical errors. | This resume is either too short (1/2 page) or too long (two to three pages in length). The font is too big or too small throughout the document making it difficult to read. Multiple spelling & grammatical errors fill the page. |
| Education Section | This section is clear, concise, & well organized. It provides institution name, city, state, degree, major, minor grad date, GPA (if 3.0 or better), relevant coursework (if appropriate), & possibly study abroad. | This section includes the institution name, city, state, degree, major, minor, & grad date. GPA has been omitted. Extra information (as appropriate) such as relevant coursework & study abroad are not mentioned. | While this section includes institution name, city, state, & major, & grad date, degree & GPA are missing. The structure/format doesn't make sense & is difficult to follow. | This section is missing critical information including city, state, degree, GPA, & grad date. |
| Experience Section | This section is tailored to the objective. Basic information like company/organization, location, position titles, & dates are included for each position in a consistent place on the page. Descriptions are clear & in the form of bullet statements beginning with action verbs responding to the following in each: impact made, value added, skills used/gained, & accomplishments made. This section could be split into related & other experience. | Descriptions are in the form of bulleted statements beginning with action verbs, yet descriptions do not relate completely to the objective. Places of work, location, titles, & dates are included for each position. | Descriptions are not in the form of bullets beginning with action verbs. Complete sentences in paragraph form including personal pronouns are used to describe previous positions. Descriptions do not relate to the objective. Places of work are included for each position but not locations, dates, & titles. | Descriptions do not relate to the objective & are unclear as to what was done in the position or the value that was added. No locations & dates of employment are listed. This section is burdensome to read. |
| Involvement Leadership Honors Sections | Involvement, leadership, &/or honors are listed including position titles. If space allows & if relevant to the objective descriptions are provided. | This section includes all necessary information but it is not well organized. Leadership roles within organizations are listed but skills are not defined. Dates of involvement are listed. | Key information such as leadership positions held or dates of involvement is missing. Organizations are listed but level of involvement has been omitted. | This section is very limited & incomplete. Organizations & level of involvement are missing. Descriptions are not provided. |