

## RESUME WRITING RUBRIC

CRITERIA	RESUME SHOULD EFFECTIVELY LAND AN INTERVIEW	RESUME NEEDS ADJUSTMENTS TO BE COMPETITIVE	RESUME NEEDS SIGNIFICANT IMPROVEMENT – WOULD BE DISCARDED
<b>Overall Format</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No longer than one page (unless extensive experience)</li> <li><input type="checkbox"/> Font is between 10-12 pt. and professional (Times/Garamond)</li> <li><input type="checkbox"/> Pleasing to the eye; balanced white space and use of margins</li> <li><input type="checkbox"/> Effective use of bolding, italics and columns to distinguish key information</li> <li><input type="checkbox"/> Uses bullets to ease scanning (no periods)</li> <li><input type="checkbox"/> Well organized into logical sections</li> <li><input type="checkbox"/> Information is listed in reverse chronological order and includes dates of participation</li> <li><input type="checkbox"/> Final draft is saved as a PDF to avoid formatting changes</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Unnecessarily goes into multiple pages</li> <li><input type="checkbox"/> Font and white space is not appealing/balanced</li> <li><input type="checkbox"/> Inconsistent use of bolding, italics and columns</li> <li><input type="checkbox"/> Inconsistent use of punctuation, especially at end of bullets</li> <li><input type="checkbox"/> Descriptions are presented in paragraph form</li> <li><input type="checkbox"/> Final draft is saved in Word or other program that may contribute to formatting changes when opened on another system</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Less than one-half page or longer than two pages</li> <li><input type="checkbox"/> Font style and size distract from readability</li> <li><input type="checkbox"/> Poor formatting/use of text</li> <li><input type="checkbox"/> Organization is difficult to follow</li> <li><input type="checkbox"/> Categories don't define items effectively</li> <li><input type="checkbox"/> Information has multiple errors</li> <li><input type="checkbox"/> Final draft is saved in a uncommon file format</li> </ul>
<b>Content</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> There are no spelling or grammatical errors</li> <li><input type="checkbox"/> Verb tenses are consistent</li> <li><input type="checkbox"/> Descriptions begin with action verbs and do not contain "I", "me" or "my"</li> <li><input type="checkbox"/> Contact information is updated and appropriate; professional email and voicemail message</li> <li><input type="checkbox"/> References are not included</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimal spelling and/or grammatical errors</li> <li><input type="checkbox"/> Mix of passive and active sentences</li> <li><input type="checkbox"/> Descriptive action verbs not utilized</li> <li><input type="checkbox"/> Email and/or voicemail is unprofessional</li> <li><input type="checkbox"/> "References available upon request" is stated</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> There are multiple spelling and/or grammatical errors</li> <li><input type="checkbox"/> Use of "I", "me" or "my"</li> <li><input type="checkbox"/> Contact information is not included or is inappropriate</li> <li><input type="checkbox"/> Resume contains inappropriate items such as a picture or unnecessary personal information</li> <li><input type="checkbox"/> Specific references are listed; monopolizing valuable space</li> </ul>
<b>Job Specific</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Objective or summary statement is targeted to job, internship or grad school</li> <li><input type="checkbox"/> Relevant experience and skills are highlighted and appear on the top half of the page</li> <li><input type="checkbox"/> Language is relevant to and shows knowledge of the industry</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> "One size fits all" objective or summary</li> <li><input type="checkbox"/> Relevant experience is not easily identified</li> <li><input type="checkbox"/> Little or no use of job-related terminology</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No objective or summary statement</li> <li><input type="checkbox"/> Experience does not match up with desired position</li> <li><input type="checkbox"/> Minimal, generic details are used</li> </ul>
<b>Education Section</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Each institution listed includes: name, location, graduation date, degree, major, GPA (optional and only if above 3.0)</li> <li><input type="checkbox"/> Degree is spelled out (Bachelor of Arts...)</li> <li><input type="checkbox"/> Reverse chronological order is used; most recent listed first</li> <li><input type="checkbox"/> Distinguished scholarship and honors are listed (may be included in separate section)</li> <li><input type="checkbox"/> Study abroad listed</li> <li><input type="checkbox"/> Relevant research listed (may be included in separate section)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reverse chronological order is used</li> <li><input type="checkbox"/> Information listed is incomplete</li> <li><input type="checkbox"/> Degree is abbreviated (BA)</li> <li><input type="checkbox"/> Irrelevant coursework is listed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reverse chronological order is not used</li> <li><input type="checkbox"/> Incorrect degree listed</li> <li><input type="checkbox"/> Crucial information is missing</li> <li><input type="checkbox"/> High School graduation is included</li> </ul>

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<b>Experience Section</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reverse chronological order is used</li> <li><input type="checkbox"/> Information is well defined and includes: organization name, position, location and dates</li> <li><input type="checkbox"/> Experience is relevant to the intended position; keywords from position are included</li> <li><input type="checkbox"/> Bullets begin with a strong action verbs</li> <li><input type="checkbox"/> Results are quantified (use numbers when possible)</li> <li><input type="checkbox"/> Skills and accomplishments are clearly illustrated</li> <li><input type="checkbox"/> Internships (may be added as an additional section)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reverse chronological order is used</li> <li><input type="checkbox"/> Description of experience is not detailed</li> <li><input type="checkbox"/> Bullets do not indicate impact or accomplishments</li> <li><input type="checkbox"/> Experience is limited or not relevant to the position</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reverse chronological order is not used</li> <li><input type="checkbox"/> Employment information is missing</li> <li><input type="checkbox"/> Action verbs are not used</li> <li><input type="checkbox"/> Bullet points are not used</li> <li><input type="checkbox"/> Description of experience is wordy or vague and does not indicate impact or accomplishments</li> <li><input type="checkbox"/> Experience is not relevant</li> </ul>
<b>Skills Section</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Skills listed are relevant to the position</li> <li><input type="checkbox"/> Section is organized and easy to understand</li> <li><input type="checkbox"/> Level of proficiency is indicated for language/computer skills</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Skills are not clearly relevant to the position</li> <li><input type="checkbox"/> Proficiency levels not expressed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Skills are not listed</li> <li><input type="checkbox"/> Skills are not relevant to the position</li> </ul>
<b>Additional Sections</b> (Honors/Awards Community Involvement)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Additional sections are appropriate and add to the resume</li> <li><input type="checkbox"/> Activities are listed and descriptions include skills gained and leadership roles held</li> <li><input type="checkbox"/> Dates of involvement are listed</li> <li><input type="checkbox"/> Activities are recent and relevant</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Additional sections may not be needed</li> <li><input type="checkbox"/> Activities are missing key information</li> <li><input type="checkbox"/> Information is concise but not relevant</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Additional sections are not appropriate for the position</li> <li><input type="checkbox"/> Information is wordy and irrelevant</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> References are included on a separate document</li> <li><input type="checkbox"/> Three-five professional references are listed</li> <li><input type="checkbox"/> Information included is up to date and includes: contact name, position, phone number and email</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> References are not professional contacts</li> <li><input type="checkbox"/> Information is missing or not up to date</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Less than three references</li> <li><input type="checkbox"/> Required information is not included</li> </ul>

**DOES YOUR RESUME DEMONSTRATE THE SKILLS AND COMPETENCIES SOUGHT BY EMPLOYERS? (CIRCLE EACH SKILL DEMONSTRATED ON YOUR RESUME)**

- |                          |                      |                |
|--------------------------|----------------------|----------------|
| Problem solving          | Leadership/Influence | Organization   |
| Flexibility/Adaptability | Decision making      | Planning       |
| Oral communication       | Critical thinking    | Prioritization |
| Written communication    | Initiative           | Teamwork       |