Resume Rubric

	Excellent	Above average	Average	Below average
VISUAL APPEAL	☐ Fills one page without overcrowding. ☐ Page margins are balanced and appropriate. ☐ Font style is consistent and professional. ☐ Font size is readable. ☐ When printed, uses quality paper/printing. ☐ When emailed, includes author's last name in document's title. ☐ Consistent use of special characters and styles (ex. periods, bold lettering, all CAPS, italics, indentions, etc.)	☐ Contains uneven white space or does not fill up the page. ☐ Font styles are acceptable. ☐ Font size is inappropriate. ☐ There is some inconsistency in the use of special characters and styles, specifically_____ _____ ☐ Uses unnecessary graphic elements.	☐ Has obvious unused "white" space, or is too long. ☐ Fonts are distracting or they are not easy to read. ☐ There is a lot of inconsistency in the use of special characters and styles, specifically_____ _____ _____	☐ Has significant unused "white" space (more than ½ page) or is more than 2 pages long. ☐ Page margins are uneven and awkward. ☐ More than four font styles are used. ☐ Font size is too large or too small. ☐ Inconsistent use of special characters or styles include: _____ _____ _____
ORGANIZATION	☐ Uses reverse chronological order when listing items. ☐ Uses headings that showcase the writer's strengths while matching the job requirements. ☐ Most important items are listed on the top half of the resume. ☐ Highlights key ideas with bolding and bullets.	☐ Listing items in reverse chronological order is inconsistent. ☐ Headings accurately reflect contents of the categories. ☐ Important items are spread throughout the resume. ☐ Key ideas/skills are not highlighted.	☐ Several lists are not in chronological order. ☐ Headings are acceptable for each category, but may not accurately reflect contents. ☐ Does not appear to have been organized for a specific reader. ☐ Difficult to identify key ideas and skills.	☐ Experiences and listings are not organized well and information is difficult to find. ☐ Headings do not accurately represent category contents. ☐ Key ideas/skills are not identifiable.

HEADING	☐ Header contains name, street address, city, state, zip, phone number, and a professional email address. ☐ There is no hyperlink in the email. ☐ Name stands out. ☐ May include a line or other minor graphic to set heading apart from the rest of the resume.	☐ Header is missing one of the following: name, address, city, state, zip, phone number, or professional email address. ☐ Name does not stand out.	☐ Header is missing two or more of the following: name, address, city, state, zip, phone number, or professional email address. ☐ Email has hyperlink.	☐ Crucial information is missing from the header. ☐ Includes the word "Resume" ☐ Contains personal information not necessary in a resume.
OBJECTIVE / SUMMARY	☐ The objective or summary describes a specific short-term career goal. ☐ May also contain additional information about the author's skills.	☐ The objective or summary vaguely describes a short-term career goal. ☐ The objective or summary describes a long-term career goal. ☐ If it contains information about author's skills it is vague or not relevant.	☐ The objective or summary provides the reader with little understanding of writer's goals.	☐ The resume contains no objective or summary.
EDUCATION	☐ Includes only post-secondary education. ☐ Official degree name is listed. ☐ Option and/or minor is included when applicable. ☐ Name of the institution and location (City, State) is included. ☐ Date degree is received or anticipated is included. ☐ GPA listed is 3.0 or above ☐ May include study abroad, academic honors, or other related information.	☐ One of the following is not accurate: name of degree, option, minor, institution, location, or date. ☐ GPA listed is below 3.0.	☐ Two or more of the following is not accurate: name of degree, option, minor, institution, location, or date.	☐ Section is not included or crucial information is missing.

SKILL DESCRIPTION			
☐ Resume includes a minimum of two experiences with three bulleted skill descriptions each. ☐ Skill descriptions begin with action verbs and clearly define skill development. ☐ Experience listing(s) contain contextual information consisting of: position/title, (2) organization, location (city, state), and (4) dates. ☐ Appropriate verb tense is used.	☐ Only includes one experience or experiences have only a couple of skill descriptions each. ☐ Skill descriptions begin with action verbs but do not contain many details or do not clearly define the writer's skills. ☐ 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. ☐ Verb tense is inconsistent.	☐ May contain terms like "duties included" and "responsibilities included". ☐ Contains limited skill descriptions. ☐ Action verbs are not consistently used in skill descriptions. ☐ Contains incomplete listing(s) of experience. ☐ Verb tense is not consistent and inappropriate.	☐ Does not contain skill description. ☐ No action verbs are used. ☐ Uses only category listings to communicate what the reader can do.
GRAMMAR & SPELLING			
☐ Personal pronouns are not used. ☐ There are NO spelling errors. ☐ Abbreviations are not used unless necessary. ☐ Correct grammar is used.	☐ Some abbreviations are used but not necessary. ☐ Contains minor grammar or spelling errors.	☐ Personal pronouns are used. ☐ There are more than one spelling errors. ☐ There is a pattern of grammatical errors.	☐ There are several grammar and spelling errors. ☐ Abbreviations used are unrecognizable and/or are unnecessary.