

Resume Rubric

Name: _____ # of Reviews **1 2 3 4 5**

Criteria	<i>Outstanding</i>	<i>Satisfactory</i>	<i>Non-Competitive</i>	<i>Needs Work</i>	<i>Comments</i>
Format/ Appearance	<ul style="list-style-type: none"> – Appropriate Length – Fills the page, not overcrowded – Consistent font/spacing – Design elements appropriate and consistent – Easy to read/ scan 	<ul style="list-style-type: none"> – Appropriate length – Adequately fills page, decent use of white space – Minor issues with font/spacing – Design elements appropriate – Could be easier to read 	<ul style="list-style-type: none"> – Slightly too short or long – Filling of page or use of space could be improved – Issues with font/spacing – Some design element issues – Not easy to read, bullet points are inconsistent 	<ul style="list-style-type: none"> – Much too short or long – Page seems empty – Inappropriate font/spacing – Design elements distracting/ inappropriate – Difficult to read/paragraph form 	
Organization	<ul style="list-style-type: none"> – Name and contact info clearly listed at top – Titles, organizations, dates, locations consistent and clear – Most important info in top ½ of page – Experiences listed in reverse chronological order 	<ul style="list-style-type: none"> – Name and contact info listed at top – Titles, organizations, dates, locations consistent – Section titles clear – Some use of reverse chronological order 	<ul style="list-style-type: none"> – Some issues with name and contact info – Titles, organizations, dates, locations inconsistent – Section titles could be improved – Little use of reverse chronological order 	<ul style="list-style-type: none"> – Name and contact info missing/unclear – Titles, organizations, dates, locations missing – No/inadequate section titles – No clear pattern in how experience is listed 	
Content	<ul style="list-style-type: none"> – Education section complete and effective – Variety of strong action verbs used – Many well-developed accomplishment statements – Wording is concise and descriptive – Keywords/skills targeted for specific position 	<ul style="list-style-type: none"> – Education section complete – Some effective action words – Some accomplishment statements included – Wording descriptive and somewhat concise – Keywords/skills somewhat targeted 	<ul style="list-style-type: none"> – Some issues with education – Action words repetitive, weak – Accomplishment statements not well developed – Some wordy and/or ineffective descriptions – Little targeting for specific position 	<ul style="list-style-type: none"> – Education section incomplete, unclear – “I statements” used – No use of outcomes, accomplishments – Many wordy, ineffective descriptions – Information is irrelevant, unimportant for position 	
Spelling Grammar	Error Free	One error	Two errors	Three or more errors	

Total Score: _____ Outstanding=5 Satisfactory=4 Non-competitive=3 Needs Work=2