

# Resume Rubric



Name:

Reviewed by:

Self-Review	Peer-Review	
<b>Contact Information</b>		
		Name and current mailing address, phone number, email address.
		May include LinkedIn URL (if so, URL is customized).
<b>Education</b>		
		Includes full name of university and location (city, state), including any other post-secondary schools listed separately in reverse chronological order (most recent first). No high school.
		Indicates official names of degree (i.e., Bachelor of Science), expected graduation date (month/year), and major, minor, and/or concentration spelled out.
		May include study abroad (name of institution, dates), relevant coursework, honors, scholarships, if applicable.
		Include GPA only if 3.00 or better. GPA is listed to two decimal points. If cumulative GPA is reported, ensure it reflects cumulative GPA as accurately reported from BannerWeb. May report COB and/or major but must explicitly indicate GPA as COB or major.
<b>Experience</b>		
		Content can include relevant work experience, internships in field, volunteer/community involvement, student involvement, and course projects.
		Present most relevant experiences first within categories in reverse chronological order
		Most relevant items for position are listed on top half of resume
		Sections showcase strengths while matching positions requirements.
		Includes official organization name (no abbreviations), title or position, location (city and state; city and country if outside of the U.S), and dates of involvement.
		Bullet points start with action verbs (not "Responsible for") and are NOT repetitive or passive. Use action verbs and specific examples to describe key accomplishments and contributions. Results should be measurable if possible.
		For leadership roles: use bullet points to highlight accomplishments, skills, and knowledge gained.
		May have summary of skills if applicable. 3- 5 skills, each with a summary statement highlighting how/where skills have been demonstrated. Provide example where appropriate.
<b>Design, Presentation, Formatting</b>		
		Resume design is consistent with professional practice (i.e., graphic design, accounting, etc.)
		Font size between 11pt and 12pt; is professional, readable and consistent.
		Length is one page. If two pages, second page is at least ½ page with name and page number in top right hand corner (e.g., J Student, page 2).
		Name stands out - is larger than other content (w/in reason, generally 4-6 pts larger).
		Appropriately balances blank spaces and margins. Margins are at least .5" on all sides.
		Consistency throughout the resume - including alignment, bolding, italics, how dates are listed, number of returns or spaces between categories or items, etc.
		Category headings separate content, and stand out from the text to make skills and qualities easier to find.

		Section headings are appropriate for the content within the sections.
		Key points and skills are highlighted by the use of <b>bold</b> , <i>italics</i> , <u>underlining</u> or bullet points. Note that underlined text may be interpreted as a web link so use sparingly.
<b>Mechanics</b>		
		Correct spelling, punctuation, grammar (verb tense, pronouns). Do not rely on spell check or grammar check. It will not find incorrect use of words or words in all CAPS. Use correct verb tense – past experiences should begin with “...ed” (e.g., filed) and present should not end with “d” (e.g., file) or use “...ing” (e.g., filing).
		All words used are familiar to most people and able to understand.
		All words that may be easily confused are used correctly - e.g. accept (to receive), except (to exclude); all right (is two words), alright (is NOT a word); affect (to bring about change), effect (the result); personal (private), personnel (staffing members); role (a character assigned or a function), roll (to revolve).
		Dates are consistent and words, if used, are capitalized - e.g. 11/2013, November 2013, or Fall 2013; “Present” (not “current”) follows start dates for any ongoing activities or experiences. There are no commas between month and year as well as between state and zip code.
		No use of personal pronouns (e.g., “I”, “me” “my”).
		Appropriate abbreviations are utilized (e.g., GPA is okay, abbreviating the month is not).
		Use of punctuation is consistent - i.e., if you use periods at the end of your phrases, then use them at the end of all phrases; exclamation points are not used.
		Numbers between one and nine are spelled out (ages of children can be in numerals); numeral are used for numbers 10 and above, except for adjacent numbers - e.g. twenty 10 - year old boys and girls.
<b>Additional Sections</b>		
		Profile/summary statement if applicable. Note that it is better to not have a statement than to include a poor statement.
		Skills/ Unique Qualifications: <ul style="list-style-type: none"> <li>● Certifications and licenses</li> <li>● Publications</li> <li>● Research projects</li> <li>● Languages (indicate level of proficiency for each)</li> <li>● Military service (indicate rank and assignment)</li> <li>● Computer/programming (list languages, software, and level of proficiency for each).</li> </ul>
<b>Additional Comments from Reviewer</b>		