

## RESUME RUBRIC

FORMATTING & VISUALITY				
	Check List			Notes
Font	<input type="checkbox"/> Easy to read, suggested to not be Times New Roman <input type="checkbox"/> 10-12pt font			
Header	<input type="checkbox"/> Focus on name <input type="checkbox"/> Professional e-mail address <input type="checkbox"/> Only 1 address (permanent or current) <input type="checkbox"/> (if included) customized LinkedIn handle <input type="checkbox"/> (if applicable) match header on 2 <sup>nd</sup> page and add page numbers			
Section titles	<input type="checkbox"/> serves a purpose (fits job description) <input type="checkbox"/> easily scan-able <input type="checkbox"/> Most important/applicable sections first			
Dates	<input type="checkbox"/> Right justified <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> Spelled out months (or consistently abbreviated)			
Titles/ Locations	<input type="checkbox"/> Consistent formatting within sections <input type="checkbox"/> Consistent formatting across sections			
Overall Page Appearance	<input type="checkbox"/> Fills the page, but is not crowded (at arm's length, both text and white space are visible) <input type="checkbox"/> Appropriate length (1-2 complete pages) <input type="checkbox"/> Clear structure <input type="checkbox"/> Consistent grammar <input type="checkbox"/> Consistent bullet point indents			
EDUCATION				
Structure	Check List			Notes
	<input type="checkbox"/> List only education resulting in a degree <input type="checkbox"/> No abbreviations <input type="checkbox"/> Degree Dates <ul style="list-style-type: none"> <li>○ Expected/Anticipated on current</li> <li>○ Only graduation month/year for undergrad</li> </ul> <input type="checkbox"/> Reverse Chronological order <input type="checkbox"/> GPA if over a 3.3 and relevant to position (/4.0 to indicate scale)			
EXPERIENCE				
Structure	Check List			Notes
	<input type="checkbox"/> Reverse Chronological order <input type="checkbox"/> Each entry includes: <ul style="list-style-type: none"> <li>○ Organization name &amp; Location</li> <li>○ Title</li> <li>○ Time Period</li> </ul> <input type="checkbox"/> Appropriate bullet point usage (e.g. Avoids multiple sub-bullets) <input type="checkbox"/> Uses consistent verb tenses <ul style="list-style-type: none"> <li>○ Present tense for current position, past tense for others</li> </ul> <input type="checkbox"/> No acronyms or abbreviations			
EXPERIENCE				
Content	Professional	Proficient	Developing	Notes
Action	Describes position and work using strong and varied action statements	Describes position and work using action statements	Statements lack descriptive clarity	
Tailored Content	Uses field-specific, direct language and keywords	Uses clear, direct language Not 100% field related	Entries appear to be general and not well-defined for field	

EXPERIENCE (Continued)				
Content	Professional	Proficient	Developing	Notes
Content/ Results	Accomplishments and results are quantified where appropriate	Accomplishments OR results not quantified	Accomplishments and results not quantified	
Transferable skills	demonstrates a variety of transferrable skills using action words, descriptions, or results	demonstrates some transferrable skills using action words and descriptions	Does not demonstrate transferable skills	

### Content (Experience) Reflection

- Does this document clearly and quickly communicate you can do the job?
- Demonstrates ability/potential to do the job
- Speaks to employer need and requirements (make sure resume is employer centered)
- Indicates knowledge of the field

ACTIVITIES/ SERVICE/ INVOLVEMENTS				
Structure	Check List			Notes
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reverse Chronological order</li> <li><input type="checkbox"/> Header reflects content and section purpose</li> </ul>			
Content	Professional	Proficient	Developing	Notes
Descriptions	Directly communicate leadership, results, and/or skills gained  *list specific areas of responsibility	Outline responsibilities lacking results	Descriptions do not serve a clear purpose	
Transferable Skills	demonstrates a variety of transferrable skills through actions, descriptions, or results	demonstrates some transferrable skills using action words and descriptions	Does not demonstrate transferable skills with action statements	

PUBLICATIONS AND PRESENTATIONS	
Check List	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Reverse chronological order (of publication date)</li> <li><input type="checkbox"/> If one of many authors, bold individual's name</li> <li><input type="checkbox"/> Follow standard reference format (e.g. APA)</li> </ul>	

AWARDS AND HONORS	
Check List	Notes
(if not included in education) <ul style="list-style-type: none"> <li><input type="checkbox"/> Include official name for each honor award</li> <li><input type="checkbox"/> Include official name of organization/group</li> </ul>	

SKILLS	
Check List	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriately grouped               <ul style="list-style-type: none"> <li>o Removed Microsoft Office from list, unless specifically outlined in description</li> </ul> </li> <li><input type="checkbox"/> Potential Areas:               <ul style="list-style-type: none"> <li>o Technical Skills/Competencies</li> <li>o Software</li> <li>o Language</li> <li>o Trained skills (e.g. motivational interviewing)</li> </ul> </li> </ul>	

### Content (Additional Sections) Reflection

- Is each section clearly serving a purpose? (Demonstrates employer's desired qualifications/ competencies)
- Does not repeat information in earlier sections