Career Services Resume Rubric

Career Services evaluates resumes using the following criteria:

		Excellent (90-100) **Resume should effectively land you an interview!**	Well Done (80-89) **Resume could land you an interview. (Borderline case.)**	Meets Standards (70-79) **Resume is average, needs improvement to rise to the "top of the stack."**	Needs Improvement (69 or less) **Resume would be discarded during screening**
Format (55 pts.)	**Overall Appearance 10 pts.** (-1 pt. per error)	• Uses size 10 or 12 font • Uses Arial or Times New Roman • Resume fits the page but is not overcrowded • This resume can be easily scanned • Minimum 1 to 2 pages 9-10 pts.	This resume almost fills the page but has some uneven white space. 8 pts.	The font and spacing of this resume are not appealing and easily scanned. 7 pts.	This resume is either one-half page or 2-3 pages long. There is more white space than words on the page. 0-6 pts.
	Selects resume format consistent with skills 10 pts. (-1 pt. per error)	**Functional** - usually used by job seekers with only transferable skills and no direct experience in position. **Chronological** - experience in similar position or seeking next higher level position. 9-10 pts.	Selects chronological out of habit when functional would have been better 8 pts.	Selects chronological out of habit when functional would have been better Jobs not in chrono order (not reverse chrono) 7 pts.	Selects chronological but haphazard structure to resume 0- 6 pts.
	Format Structure 10 pts. (-1 pt. per error)	**Format contains:** • Personal Information (Name, Address, City, State, Zip, Phone, Email) • Objective (Targeted) • Education & Training • Highlights or Summary of Qualifications • Professional/Relevant Experience • Work/Employment History • Honors/Awards 9-10 pts.	Format contains 4 of 5 criteria. 8 pts.	Format contains 3 of 4 criteria. 7 pts.	Format contains minimal information. Resume is written in first person (used I, me or my) 0 - 6 pts.
	Spelling/Grammar 25 pts. (-3 pts. per error)	There are no grammar or spelling errors 25 pts.	There may be a single spelling or grammar error. 22 pts.	There are two spelling or two grammar errors. 19 pts.	There are multiple spelling/grammar errors. 0 -18 pts.
Content (45 pts.)	**Education 10 pts.** (-1 pt. per error) (No points are deleted if no formal education. Include HS education, if no college.) Note: A college education is highly recommended.	This section is organized, clear, and well defined. Highlights the most pertinent information. This section includes the institution with its location (City and State), degree and/or major, relevant coursework, study abroad, etc. 9-10 pts.	This section is organized and easy to read. This section includes institution with its location, major, and degree. In addition, "extra" information such as study abroad and course work are not mentioned. 8 pts.	This section is not well organized. Information such as institution, location, and major are included. Degree is not listed. There is no order to how information is formatted in this section. 7 pts.	This section is missing the most crucial information. Institution is listed without a location. Major is listed but not degree. 0-6 pts.
	Experience Section (May include Community Service) **35 pts.** (-3 pts. per error)	This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Accomplishments are clear and well marketed in the form of bullet statements beginning with ACTION verbs. This section could be highlighted under relevant/professional experience in a functional resume. 32-35 pts.	Accomplishments are clear bulleted, beginning with action verbs. Descriptions are not detailed or clear. Information does not relate 100 percent to the intended career field. Places of work, location, titles, and dates are included for each position. 28-31 pts.	Accomplishments are not in the form of bullets or begin with action verbs. Complete sentences in paragraph form are used to describe previous positions. Places of work are included for each position but not locations, dates, and job titles. 25-27 pts.	This section is not well defined, and there is no order to the descriptions of each position. Descriptions are not detailed and offer no illustration of what was done. No locations and dates of employment are listed. 0-24 pts.
	Honors/Activities **Not Graded (NG)** but if you have it, please include. It helps promote your accomplishments.	This section is well organized and easy to understand. Activities and honors are listed and descriptions include skills gained and leadership roles held. Dates of involvement are listed. NG	This section includes all necessary information but is difficult to follow. Leadership roles within organizations are listed but skills are not defined. Dates of involvement are listed. NG	This section is missing key information such as leaderships positions held or dates of involvement. Organizations are listed describing the organization, not individual involvement. NG	This section is missing or contains very little information. Organization titles or dates of involvement are not listed. No descriptions are listed. NG