



Resume Rubric

Name: _____

Date: _____

Learning outcomes:

- Students can produce a resume that describes their education, skills, experiences and measurable achievements with proper grammar, format and brevity.
- Students demonstrate an ability to target the resume to the presenting purpose.

Category	1 - Needs Improvement	3 - Average	5 - Effective	Comment
Format	<input type="checkbox"/> This resume is either one-half page or two to three pages long. <input type="checkbox"/> The font is too big or may be hard to read. <input type="checkbox"/> There is more white space than words on the page. <input type="checkbox"/> There are multiple spelling errors.	<input type="checkbox"/> This resume almost fills the page but has some uneven white space. <input type="checkbox"/> There may be a single spelling or grammar error here.	<input type="checkbox"/> This resume fills the page but also is not overcrowded. <input type="checkbox"/> There are no grammar or spelling errors. <input type="checkbox"/> This resume could be easily scanned.	
Education	<input type="checkbox"/> This section is missing the most crucial information. Institution is listed without a location. <input type="checkbox"/> Graduation date is not listed. <input type="checkbox"/> Major is listed but not degree. <input type="checkbox"/> No GPA is stated in this section.	<input type="checkbox"/> This section is organized and easy to read. <input type="checkbox"/> This section includes: institution with its location, graduation date, major, and degree. <input type="checkbox"/> GPA is missing from this section. <input type="checkbox"/> Also, "extra" information such as study abroad and course work are not mentioned.	<input type="checkbox"/> This section is organized, clear, and well defined. <input type="checkbox"/> It highlights the most pertinent information. <input type="checkbox"/> This section includes: institution with its location, graduation date, major, degree, GPA, study abroad, and any relevant course work.	
Experience	<input type="checkbox"/> This section is not well defined, and there is no order to the descriptions of each position. <input type="checkbox"/> Descriptions are not detailed and offer no illustration of what was done. <input type="checkbox"/> No locations and dates of employment are listed.	<input type="checkbox"/> Descriptions are clear in the form of bullet statements beginning with action verbs. <input type="checkbox"/> Descriptions are not detailed enough to fully understand what was done. Information does not relate 100 percent to the intended career field. <input type="checkbox"/> Places of work, location, titles, and dates are included for each position.	<input type="checkbox"/> This section is well defined, and information relates to the intended career field. <input type="checkbox"/> Places of work, location, titles, and dates are included for each position. <input type="checkbox"/> Descriptions are clear and well marketed in the form of bullet statements beginning with action verbs. <input type="checkbox"/> This section could be split into related and other experience.	
Honors/Activities	<input type="checkbox"/> This section is missing or contains very little information. <input type="checkbox"/> Organization titles or dates of involvement are not listed. <input type="checkbox"/> No descriptions are listed <input type="checkbox"/> Did not ask questions <input type="checkbox"/> Did not thank interviewers for their time, did not shake their hands, departed in a less than warm manner	<input type="checkbox"/> This section includes all necessary information but is difficult to follow. <input type="checkbox"/> Leadership roles within organizations are listed but skills are not defined. <input type="checkbox"/> Dates of involvement are listed.	<input type="checkbox"/> This section is well organized and easy to understand. <input type="checkbox"/> Activities and honors are listed and descriptions include skills gained and leadership roles held. <input type="checkbox"/> Dates of involvement are listed.	
Total				