

# Resume Rubric

- The resume is a marketing tool to provide an employer with enough information regarding your qualifications to decide within 10-20 seconds whether or not to interview you
- Serves as an advertisement with which you attempt to draw the reader's attention to the words and statements you most want the employer to see
- Provides an outline for an interviewer, so it should be well organized

	Strike	Hit	Home-Run
<b>Language</b>	<ul style="list-style-type: none"> <li>• Use personal pronouns</li> <li>• Complete sentences rather than fragments/phrases</li> <li>• Misspelled words</li> <li>• Incorrect use of words</li> <li>• Poor/incorrect grammar</li> <li>• Incorrect verb tense</li> </ul>	<ul style="list-style-type: none"> <li>• Use of phrases rather than sentences</li> <li>• Avoids use of personal pronouns</li> <li>• Verbs/adjectives do not differentiate you from others</li> <li>• Correct verb tense used</li> </ul>	<ul style="list-style-type: none"> <li>• Phrases in Experience &amp; Employment sections are action &amp; accomplishment oriented</li> <li>• You stand out from others</li> <li>• Skills clearly communicated</li> <li>• Use of strong adjectives, but not exaggerated</li> <li>• Good use of action verbs</li> </ul>
<b>Content</b>	<ul style="list-style-type: none"> <li>• Qualifications not apparent from resume</li> <li>• Job title(s) listed, but lacks description of experience</li> <li>• Routine duties listed that are unrelated to sought position</li> <li>• References are listed</li> <li>• Institution listed, but missing graduation date (mo/yr), major, concentration, etc.</li> <li>• Experience section does not illustrate nature of experience, location or dates of employment</li> </ul>	<ul style="list-style-type: none"> <li>• Focuses on higher level of skills when possible</li> <li>• Education section includes correct name for degree, programs, concentrations, tracks, etc.</li> <li>• Education &amp; Experience section(s) are in reverse chronological order</li> <li>• Skills are clearly represented</li> <li>• No reference to "References"</li> <li>• Experience section(s) are accomplishment focused</li> <li>• Does not read like job description</li> </ul>	<ul style="list-style-type: none"> <li>• Clear match of skills, experience, and accomplishment to sought position/objective</li> <li>• Reverse chronological order in Education &amp; Experience section(s)</li> <li>• Focused on experience that meets employer needs</li> <li>• Education section includes institution, city/state, graduation date (mo/yr), major, GPA (optional), study abroad if appropriate, and any relevant course work</li> </ul>
<b>Appearance</b>	<ul style="list-style-type: none"> <li>• Format is disorganized, inconsistent, difficult to read</li> <li>• Obvious use of template</li> <li>• Overuse of bold, <i>italic</i>, <u>underline</u> features</li> <li>• List course numbers &amp;/ or course grade</li> <li>• Too much white space (wide margins)</li> <li>• Inconsistent use of bullets, margins, alignment, hyphen spacing</li> <li>• Your name at top is too small</li> <li>• Resume is either half-page or 2-3 pages</li> </ul>	<ul style="list-style-type: none"> <li>• Orderly and consistent, but unattractive and bland</li> <li>• Use of basic business font type faces</li> <li>• Body of resume is 10-12 size font</li> <li>• Full &amp; balanced page</li> <li>• If second page, it is full &amp; balanced with name and page number at top of second page</li> </ul>	<ul style="list-style-type: none"> <li>• Inviting to read</li> <li>• Typeface, font size, white space (margins) create logical, consistent order</li> <li>• Qualifications are related to position sought</li> <li>• Effective use of bold feature</li> </ul>