

Resume Rubric: University Career Center

Student Name: _____ Reviewer Signature/Date: _____

Intended Use (if known): _____

Each category will be evaluated via the following scale:

- (5) **Expert:** *Resume meets all standards.*
- (4) **Advanced:** *Resume follows most of the standards; only a few minor issues exist.*
- (3) **Intermediate:** *Resume generally follows the standards; some issues exist throughout and need improvement.*
- (2) **Novice:** *Resume does not follow most of the standards; several issues exist and need significant improvement.*
- (1) **Beginner:** *Resume does not follow any of the standards; issues are extensive and make the document difficult to read, follow, and/or understand.*

Category	Standards	Rating
Format	<ul style="list-style-type: none"> • Margins and white space are used appropriately and effectively • Font is legible and professional • Bold, italics, underlining, and capitalization are used appropriately and consistently • Length is appropriate based on experience, industry, and/or job target 	5 4 3 2 1
Comments:		
Organization	<ul style="list-style-type: none"> • Section headings are specific and appropriate • Order is logical and can be read quickly • Content is organized by relevance • Information in each section is in reverse chronological order 	5 4 3 2 1
Comments:		
Evidence of skills & accomplishments	<ul style="list-style-type: none"> • Skills are easily communicated and understood by use of a variety of strong action verbs • Statements are accomplishment, rather than duty based and are quantified, when possible • Skill themes are easily identifiable throughout document 	5 4 3 2 1
Comments:		
Content	<ul style="list-style-type: none"> • Contact information is present and clear, and email address is appropriate • Education section includes degree, school, and graduation date • Experiences include title, organization, location, and dates • Information is accurate, relevant, and appropriate to education and experience level 	5 4 3 2 1
Comments:		
Grammar & Spelling	<ul style="list-style-type: none"> • Consistently follows correct spelling and use of grammar • Does not include complete sentences or paragraphs 	5 4 3 2 1
Comments:		