

## RESUME RUBRIC

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSON REVIEWING: \_\_\_\_\_ CLASS: \_\_\_\_\_ TIME: \_\_\_\_\_

### 1. Resume Presentation/Content

**Your Resume Ranks as:**

**Excellent(4) At Standard(3) Below Standard(2) Unacceptable(1)**

Professional Excellent format Balanced Margins Act in verbs and accomplishments demonstrated-clear Appropriate font, style, size with variations that highlight important details Uniquely tailored No spelling, grammar or punctuation errors piques interest	Mostly balanced margins Good format with some issues Strengths clear Font, size and style is acceptable and predictable Generally acceptable presentation following a prescribed format or template; not personalized No spelling, grammar or punctuation errors Correct order	Margins are not entirely balanced Format is not entirely appropriate Font and size are acceptable; order is mostly correct Little or no variation in font, size or style for emphasis Focus is not totally clear One grammatical error or punctuation problem	Unprofessional w/ Margins not balanced Inconsistent format or style is incorrect No focus Font is inappropriate Font size is too small or too large; improper bolding, underlining or emphasis Spelling error/s Grammatical or punctuation problems Order may be incorrect Use of cliché terms	Comments:
4 Excellent	3 At Standard	2 Below Standard	1 Unacceptable	

### 2. Job relevant information

All affirming action words are used to demonstrate skills to perform on the job  Skills are clearly defined with proper terminology in a logical order of organization or grouping	1-2 duties/skills lack action words or abilities are not fully developed  Some terminology needs revision to fully relay skills relevant to position being sought	Many duties or skills lack action words, information is very generic and does not fully relay skills or has little relevance to position sought  Bland and does not pique interest in reading further	Skills are generic, improper wording or wrong style chosen  Sketchy details  Does not convey a professional stature/history  Disconnected history	Comments:
Excellent	At Standard	Below Standard	Unacceptable	

### 3. Resume Format

Heading, objective, skills, experience and education are present; additional attributes, awards, certifications, etc are also included relevant to the position desired; all space is maximized to the fullest	Heading, objective, skills, experience and education are present, but a few attributes are unclear or missing or elaboration is minimal: no wasted space	Heading, objective, skills, experience and education are minimally developed; either no additional information is included or there is wasted space or awkward spacing issues	Missing categories and/or no additional information or large gaps of wasted space; wrong style used  Glaring unexplained gaps in work history/education/spacing is awkward	Comments:
Excellent	At Standard	Below Standard	Unacceptable	

\*Rubric is for Career Center scoring and discussion with student. Instructors have final authority to assign grades for class assignments. It is the responsibility of the student to follow the requirements set forth by his/her instructor for grading purposes. The Career Center does not critique documents based on assignment requirements set forth by individual instructors.