

Résumé Rubric

	3 Résumé will likely land you an interview.	2 Résumé needs improvement to bring you to the "top of the stack."	1 Résumé will likely be discarded during screening.	Score
Research	Résumé has been completely customized with keywords that demonstrate the qualifications, skills, and abilities highlighted in the job description.	Résumé mentions qualifications, skills, and abilities that are commonly desired in a given field. Résumé is appropriate, but not specifically tailored for the position.	Résumé does not reflect an understanding of the qualifications, skills, and abilities necessary to be successful in the position. It is evident that the applicant did not even read the job description.	
Contact Information	Contact information is professional and easy to read. Heading includes full name, permanent and/or local address, email address, and phone number. Name is formatted in a larger or bolder font to draw attention to it.	Contact information is hard to find on the résumé. Heading includes most, if not all, pertinent contact information. Email address is personal instead of professional. Name does not stand out at the top of the résumé.	Heading is missing one or more of the required pieces of contact information. Email address is decidedly inappropriate. Formatting is distracting to the reader.	
Objective <i>(Optional)</i>	Objective statement succinctly summarizes the specific opportunity that the applicant is seeking and introduces the experiences described in the enclosed résumé, appealing to the needs expressed by the employer.	Objective statement summarizes the opportunity that the applicant is seeking, but has not been customized to the specific opportunity. It may be too long or use filler phrases.	Objective statement does not indicate the opportunity the candidate is seeking. It is focused on the applicant instead of the employer. Objective statement indicates interest in an unrelated organization.	
Education	Education section is well laid out and complete. It includes the institution, location, degree, major, date of completion, and GPA if over 3.0/4.0. The full name of the degree is written properly. Section may include study abroad experiences, academic honors/awards and relevant courses.	Education section includes most, if not all, of the required information. Section is disorganized, making it difficult to read. An abbreviation for the name of the degree is used instead of the full name of the degree. Institution is listed without a location.	Education section is incomplete and disorganized to the point of distraction. Name of institution is missing. Major is listed without a degree. Graduation date has been omitted.	
Experience	Experience section is well-organized. Descriptions intentionally reflect the skills desired by the employer and include details including the name of the organization, location, title, and dates of employment. Bullet points are used to break up text into concise phrases that begin with action words in the appropriate tense. Descriptions explain skills developed. Results are quantified.	Experience section needs improvement. Bullet points have not been used to break up text into concise phrases. Too much or too little information has been included, leaving the employer confused about the applicant's skills and abilities. Weak phrases simply define the tasks completed during each experience instead of describing the skills developed.	Experience section is disorganized or incomplete. Pertinent information about experiences cannot be found quickly or is missing altogether. There are no descriptions about job duties. The structure of phrases is inconsistent and distracting to the employer.	
Involvement	Involvement section describes all involvement with organizations, activities, and honors. Information intentionally reflects the skills desired by the employer. Descriptions include the name of the organization, location, position(s) held (if applicable), and dates of involvement. Bullet points are used to break up text into concise phrases that begin with action words.	Involvement section is disorganized or incomplete. Pertinent information is missing. Descriptions state what the organization is instead of describing individual contributions, leaving the employer unsure about the applicant's skills and abilities.	Involvement section contains very little information or is missing entirely, indicating that the applicant had very little involvement on campus.	
Mechanics	Résumé has no capitalization, spelling, or grammar errors. Applicant has personally reviewed every section, and sought review from the Career Center to ensure an error-free résumé.	Résumé contains a few minor capitalization, spelling, or grammar errors. Information has been abbreviated when it should have been spelled out.	Résumé has glaring capitalization, spelling, or grammar errors. A persistent pattern of errors is distracting, making the résumé difficult to read.	
Formatting	Résumé fills one or two full pages, but is not crowded. White space has been utilized effectively. Font style and layout are consistent throughout. Important information stands out immediately. Résumé can be easily scanned by an employer in a minute.	Résumé has been formatted inconsistently. Use of bold, italics, underlining, or bullet points are distracting instead of helpful. White space does not break up text, making résumé difficult to read. Important information is difficult to find.	Format is unappealing and information cannot be found quickly. Multiple fonts are used. Font size is too small and margins are too narrow. Graphics, such as clip art or borders, distract the employer from the information.	
			Total	