



Resume Rubric

Name: _____

Number of Reviews: **1 2 3 4 5**

Criteria	Outstanding	Satisfactory	Non-competitive	Needs Work	Comments
Format/appearance	<ul style="list-style-type: none"> - Appropriate length (no more than one page) - Fills the page, not overcrowded - Consistent font/spacing - Design elements appropriate and consistent - Easy to read/scan 	<ul style="list-style-type: none"> - Appropriate length (no more than one page) - Adequately fills page, decent use of white space - Minor issues with font/spacing - Design elements appropriate - Could be easier to read 	<ul style="list-style-type: none"> - Slightly too short or long - Filling of page or use of space could be improved - Issues with font/spacing - Some design element issues - Not easy to read, bullet points are inconsistent 	<ul style="list-style-type: none"> - Much too short or long - Page seems empty - Inconsistent font/spacing - Distracting design elements/inappropriate - Difficult to read/is in paragraph form instead of bullet points 	
Organization	<ul style="list-style-type: none"> - Name and contact info clearly listed at top - Titles, organizations, dates, locations consistent and clear - Section titles clear - Experiences listed in reverse chronological order 	<ul style="list-style-type: none"> - Name and contact info listed at top - Titles, organizations, dates, locations consistent - Section titles somewhat clear - Some use of reverse chronological order 	<ul style="list-style-type: none"> - Some issues with name and contact info - Titles, organizations, dates, locations inconsistent - Section titles could be improved - Little use of reverse chronological order 	<ul style="list-style-type: none"> - Name and contact info missing/unclear - Titles, organizations, dates, locations missing - No/inadequate section titles - No clear pattern in how experience is listed 	
Content	<ul style="list-style-type: none"> - Education section complete and effective - Variety of strong action verbs used - Many well-developed accomplishment statements - Wording is concise and descriptive - Keywords/skills targeted for specific position 	<ul style="list-style-type: none"> - Education section complete - Some effective action words - Some accomplishment statements included - Wording descriptive and somewhat concise - Keywords/skills somewhat targeted 	<ul style="list-style-type: none"> - Some issues with education - Action words repetitive, weak - Accomplishment statements not well developed - Some wordy and/or ineffective descriptions - Little targeting for 	<ul style="list-style-type: none"> - Education section incomplete, unclear - "I statements" used - No use of outcomes, accomplishments - Many wordy, ineffective descriptions - Information is irrelevant, unimportant for position 	
Spelling/Grammar	Error free	One error	Two errors	Three or more errors	

