



Resume Rubric

Criteria	Acceptable	Unacceptable
Overall Appearance & Style	<ul style="list-style-type: none"> • Has an Objective or a Summary Statement • Good use of space • Fills one page without over crowding • Font style and size is readable • Section headings reflect content and context substantiates headings • Relevant information appears throughout 	<ul style="list-style-type: none"> • Lack of Objective or Summary Statement • Exceeds one page or does not fill majority of the page • Font style and size are unreadable and/or inconsistent • Use of inconsistent section headings • Important information is not clear to reader or does not stand out
Typos, Grammar & Spelling Errors	<ul style="list-style-type: none"> • Free of spelling, punctuation and spacing errors • Grammar is appropriate, parallel and consistent • No personal pronouns present 	<ul style="list-style-type: none"> • Resume is hard to understand • Spelling, punctuation and spacing errors are evident • Use of personal pronouns
Objective Statement or Summary Statement	<ul style="list-style-type: none"> • Contains the type of position, industry and relevant skills • Offers summary of skills and experience relevant to the position 	<ul style="list-style-type: none"> • Does not clearly state the position, industry and relevant skills • Includes too much or too little information • Is not focused at all
Education	<ul style="list-style-type: none"> • Each institution includes: name, location, and dates • Entries are in reverse chronological order • Degree is spelled out; Graduation date expected • Major(s) is indicated • GPA listed is a 3.0 or above • Indicate minor/concentration, if applicable • If listed, course work and/or projects are relevant • Indicates relevant trainings and/or certificates 	<ul style="list-style-type: none"> • Missing institution name and location and graduation dates • Entries are not listed in reverse chronological order • Irrelevant or outdated high school information listed • List institution from which no degrees were received • Missing degree, major, and/or concentration • Degree is abbreviated • Coursework listed is not relevant • Use of abbreviations • Lists training/certifications that are not relevant
Skills	<ul style="list-style-type: none"> • Technical skills • Computer skills • Languages • Interpersonal skills (soft skills) 	<ul style="list-style-type: none"> • No skills section included • Skills listed that are not relevant
Optional Sections	<ul style="list-style-type: none"> • Leadership, Athletics, Campus Involvement. • Volunteer Experience or Community Service • Interests (if relevant for position) 	<ul style="list-style-type: none"> • Hobbies • Personal Data: Ht., Wt., Birthdate, Social Security number • References