

**Resume Rubric**

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointment Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | **Beginning**  **1** | **Basic**  **2** | **Proficient**  **3** | **Advanced**  **4** | **Exceptional**  **5** | **Score** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **The candidate demonstrated none of the following attributes:** | **The candidate demonstrated one or two of the following attributes:** | **The candidate demonstrated three of the following attributes:** | **The candidate demonstrated all but one or two of the following attributes:** | **The candidate demonstrated all of the following attributes:** |  |
| **Header** | Includes name, professional email address, and phone number. If applicable, may also include address or a custom URL. Does not include unnecessary personal information. | | | | |  |
| **Education** | Lists complete name of institution and the location (city, state or country), official degree title, all majors and minors, GPA (if high), and anticipated graduation date. If applicable, may also include relevant coursework, study abroad, honors, awards, and transferred hours and institution. | | | | |  |
| **Experience** | Provides relevant experience including company name, location (city, state or country), position title, dates of employment. Uses action verbs to demonstrate quantified, achievement-oriented bullets. Bullets are listed in order of most relevance for the position and highlight marketable skills. | | | | |  |
| **Relevant Involvement** | Contains volunteer experience, organizational leadership experience, and organization memberships relevant to the position. May include dates, and bullet points to describe accomplishments. | | | | |  |
| **Format** | Contains consistent legible font style and size. Uses bolding, underlining, and capitalization to emphasize key features of resume. Avoids paragraph format. Consists of margins no smaller than .5 inches. | | | | |  |
| **Organization** | Lists information most relevant to the position first on resume. Categorizes information in reverse chronological order within each section. Remains consistent with font style, font size, headers, dates, and spacing. | | | | |  |
| **Grammar & Spelling** | Uses correct spelling and grammar throughout document. Begins each bullet with a verb. Only uses abbreviations well known in the field. No jargon. Avoid first person pronouns (I, me, my). | | | | |  |
| **Marketable Skills** | Communicates unique information about the candidate relevant for the position. May include sections of skills, languages, honors and awards, licensures and certifications, class projects, presentations, publications, and patents. | | | | |  |

Would you interview this student based upon this resume?

\_\_\_\_\_\_Yes \_\_\_\_\_\_No \_\_\_\_\_\_Needs further evaluation

Comments: