Résumé Rubric

Student Name: _____

Reviewed By: _____

Category	Checklist	Additional Comments
Format	☐ Good use of space, looks balanced ☐ Consistent and conservative formatting such as **bold**, <u>underline</u>, and *italics* ☐ Easy to read ☐ Appropriate length	
Heading	☐ Name ☐ Address ☐ Professional email ☐ Telephone number ☐ LinkedIn/website/portfolio	
Objective or Professional Summary **(OPTIONAL CATEGORY)**	☐ Tailored to field or specific type of job ☐ Concise and succinct	
Education Section	☐ New graduates: listed at the top Experienced professionals: location can vary ☐ Includes: name of institution, city, state, degree earned and major, graduation month and year ☐ Study abroad, honors/awards, relevant coursework possible	
Experience Sections	☐ Section headings tailored to what the individual is looking for and showcases experiences ☐ Each experience includes: position title, name of organization, city, state, and dates involved ☐ Information is listed reverse chronologically ☐ Detailed and tailored descriptions of experience (Project, Action, Result: PAR) ☐ Strong action verbs begin each bullet point	
Other Sections	☐ Organized and easy to understand ☐ Relevant to what the individual is applying for and beneficial for the employer to know such as Technical Skills, Honors & Awards, Languages	
Grammar & Mechanics	☐ Free of spelling errors ☐ Consistency in punctuation ☐ Correct tense of verbs used ☐ Size and type of font professionally appropriate ☐ Margins are between 1" and .5"	