

# Russell Sage College Career & Self-Discovery Center – Resume Rubric

CRITERIA	EXCELLENT (3)	GOOD (2)	DEVELOPING (1)
<p><b>Contact Information</b></p> <p><b>Goal:</b> Appropriate and relevant contact information for an employer to get in touch with you.</p> <p><b>Score: 3 2 1</b> (circle one)</p>	<ul style="list-style-type: none"> <li>Includes name, email, phone number, address (city/state/zip ONLY)</li> <li>Name is at least 2-3 font sizes bigger and stands out</li> <li>Email used is professional</li> <li>Includes link to LinkedIn profile</li> </ul>	<ul style="list-style-type: none"> <li>Includes some of the following: name, email, phone number, address</li> <li>Name is same size as the rest of the document</li> <li>Email listed could be more professional</li> </ul>	<ul style="list-style-type: none"> <li>Information is missing of two or more of the following: name, email, phone number or address</li> <li>Email used is too casual or inappropriate</li> </ul>
<p><b>Education Information</b></p> <p><b>Goal:</b> Showcase relevant education and degrees.</p> <p><b>Score: 3 2 1</b> (circle one)</p>	<ul style="list-style-type: none"> <li>Degree(s) are listed in reverse chronological order (most recent first)</li> <li>Degree and major are spelled out and listed correctly (ex. Bachelor of Arts in Psychology)</li> <li>Anticipated month and year of graduation listed</li> <li>College name and location are listed correctly</li> <li>Relevant honors and awards are listed (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Degree(s) are not listed in reverse chronological order</li> <li>Degree and major are abbreviated (ex. BA in CAT)</li> <li>College name or location are listed</li> <li>Information is included but the content is not immediately revealed</li> </ul>	<ul style="list-style-type: none"> <li>Degree(s) are not listed in reverse chronological order</li> <li>Degree and/or major is listed incorrectly or not listed at all 3</li> <li>College name and/or location are not listed correctly</li> <li>High school/out of date information is listed</li> <li>Additional information that was not relevant included in section</li> </ul>
<p><b>Experience Section(s)</b></p> <p><b>Goal:</b> Display your experiences and qualifications that are relevant and tailored to the position that you are applying for.</p> <p><b>Score: 3 2 1</b> (circle one)</p>	<ul style="list-style-type: none"> <li>Positions and experiences are listed in reverse chronological order (most recent first) or functionally (based on order of relevance)</li> <li>Position title, name of the company/organization, location, and dates are listed</li> <li>Bullet points start with an action verb and the verbs are in the correct tense (present tense for current jobs, past tense for past jobs)</li> <li>No personal pronouns are included in bullet points</li> <li>Bullet points are concise and provide a detailed synopsis of the main tasks and accomplishments (quantify and qualify), and are listed in order of importance</li> <li>Bullet points appear to be listed in order of importance</li> </ul>	<ul style="list-style-type: none"> <li>Positions and experiences are not listed in reverse chronological order</li> <li>Positions have a pattern of one or two types of error (ex. the companies are not listed)</li> <li>Bullet points do not start with verbs</li> <li>Verb tenses aren't all correct or consistent</li> <li>Bullet points are not concise and/or do not list main accomplishments</li> <li>Bullet points do not include enough relevant information</li> </ul>	<ul style="list-style-type: none"> <li>Positions and experiences are not listed in order</li> <li>Three or more positions do not include required information, such as the position title, organization/company name, location, and/or dates</li> <li>Bullet point statements are in full sentences</li> <li>Verb tense is incorrect for two or more positions</li> <li>Bullet points are vague and do not reveal relevance to position applying to (not quantified or qualified)</li> <li>Bullet points are not listed in order of importance</li> <li>Outdated or irrelevant positions are included</li> <li>Resume includes personal pronouns</li> </ul>

<p><b>Skills Section</b></p> <p><b>Goal:</b> Provide employers with information about relevant skills that may not appear elsewhere.</p> <p><b>Score: 3 2 1</b> (circle one)</p>	<ul style="list-style-type: none"> <li>• Skills listed are relevant to the target audience</li> <li>• Skills listed are concise</li> <li>• Level of proficiency is indicated (ex. fluent, proficient) if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Skills listed seem somewhat relevant</li> <li>• Skills listed only include soft skills (teamwork, hard working, driven, etc.) with no evidence of hard or technical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Skills listed are wordy</li> <li>• Skills listed are irrelevant or vague</li> <li>• Skills section is not included</li> </ul>
<p><b>CRITERIA</b></p>	<p><b>EXCELLENT (3)</b></p>	<p><b>GOOD (2)</b></p>	<p><b>DEVELOPING (1)</b></p>
<p><b>Appearance and Formatting</b></p> <p><b>Goal:</b> Provide employers with a polished and easy to read document that is tailored to the position.</p> <p><b>Score: 3 2 1</b> (circle one)</p>	<ul style="list-style-type: none"> <li>• Fills one (or two depending on experience) whole page without being overcrowded</li> <li>• Margins are between .5" and 1" all the way around</li> <li>• Font type and size is appropriate (no smaller than 10)</li> <li>• Most important and relevant information is on the top half of the document</li> <li>• Section headings are informative and tailored</li> <li>• Document is tailored and specific to the qualifications listed for the position or industry</li> </ul>	<ul style="list-style-type: none"> <li>• Less than one full page or two full pages are displayed</li> <li>• Margins are not even (ex/ top and bottom are 1 inch, sides are .5 inches)</li> <li>• Includes more than one font style and/or an inappropriate font is used</li> <li>• Less than two formatting errors are present</li> <li>• Section headings are general and not tailored</li> <li>• Document is somewhat tailored to the qualifications listed for the position/ opportunity being applied to</li> </ul>	<ul style="list-style-type: none"> <li>• Exceeds two pages or does not fill the majority of one full page</li> <li>• Document looks overcrowded with information</li> <li>• Margins are less than .5" or more than 1"</li> <li>• Font size is above 12 (except name) or below 10</li> <li>• Font type used is inappropriate (ex. Comic Sans, Papyrus)</li> <li>• Document is not tailored to position or industry</li> </ul>
<p><b>Grammar, Spelling, and Syntax</b></p> <p><b>Goal:</b> Present a polished and error free document.</p> <p><b>Score: 3 2 1</b> (circle one)</p>	<ul style="list-style-type: none"> <li>• No errors in spelling</li> <li>• No errors in punctuation or syntax</li> <li>• No errors in spacing</li> <li>• Grammar is correct and appropriate (ex. verb tense, pronouns, etc.)</li> <li>• Document has clearly been proofread and has no errors</li> </ul>	<ul style="list-style-type: none"> <li>• Contains one or two minor errors in spelling, syntax or punctuation</li> <li>• Some errors in spacing</li> <li>• Contains a pattern of a single error (ex. some bulleted statements have periods at the end, while others do not)</li> <li>• Document has mostly been proofread</li> </ul>	<ul style="list-style-type: none"> <li>• Contains more than three errors in spelling, syntax or punctuation</li> <li>• More than three errors in spacing</li> <li>• Contains a pattern of two or more of the same type of errors</li> <li>• Document has not been thoroughly proofread</li> </ul>

Adapted from Amherst Career Center. (n.d.). *Amherst career center resume rubric*. Retrieved from <https://www.amherst.edu/media/view/299600/original/ASIP+Rubric+for+Cover+Letters+and+Resumes.pdf>

**Total Score:**        /18

**Notes/Comments:**