

Resume Review Rubric

CATEGORY	EXCELLENT (3)	GOOD (2)	NEEDS DEVELOPMENT (1)	NOTES
Format / Design	<p>The resume has:</p> <ul style="list-style-type: none"> • 1 page • 1 font • Black and white design • Correct alignment for all content • Little to no blank spaces 	<p>The resume :</p> <ul style="list-style-type: none"> • Mostly 1 page long • Using 2 fonts • Has a some color on the design • Has few alignment inconsistencies • Some blank space throughout 	<p>The resume has:</p> <ul style="list-style-type: none"> • more than 2 pages • uses multiple or illegible fonts • uses color, • not appropriately aligned • A lot of blank space 	
Structure & Content	<p>The resume has:</p> <ul style="list-style-type: none"> • Experiences listed in chronological order by most recent • Technical skills listed • Most recent education is on top with degree included • Content aligned to a position being applied to 	<p>The resume has:</p> <ul style="list-style-type: none"> • Experiences listed in somewhat chronological order • Majority soft skills presented vs technical skills • Education listed but not with the most recent on top • Some content aligned to a position being applied to 	<p>The resume has:</p> <ul style="list-style-type: none"> • Experiences are not listed in chronological order • Majority soft skills or no skills present • Education not listed • Content is not aligned to a position being aligned to 	
Bullet Structure	<p>The resume bullets:</p> <ul style="list-style-type: none"> • Consistently follows the bullet point equation (action verb +what +how/why • Highlights a transferable skill in each line • Use metrics/numbers to show scale and impact 	<p>The resume bullets:</p> <ul style="list-style-type: none"> • Inconsistently follows the bullet point equation (action verb + what + how/why • Highlights transferrable skills in some lines • Uses few metrics/numbers to show scale and impact 	<p>The resume bullets:</p> <ul style="list-style-type: none"> • Does not follow the bullet point equation (action verb+what+how/why) • Does not highlight transferable skills • Uses little to no metrics/numbers to show scale and impact 	
Grammar & Authenticity	<p>The resume has:</p> <ul style="list-style-type: none"> • 0 spelling mistakes • All bullets are capitalized • Consistent punctuation is used • 0 pronouns used • Is written in 1 tense per experience 	<p>The resume has:</p> <ul style="list-style-type: none"> • Few spelling mistakes • Few inconsistent bullet capitalization and punctuation • Few pronouns used • Inconsistent tenses used within each experience 	<p>The resume has:</p> <ul style="list-style-type: none"> • Many spelling mistakes • Inconsistent bullet capitalization and punctuation • Uses pronouns throughout • Multiple tenses used 	