Resume Review Rubric

CAREER DEVELOPMENT OFFICE

GENERAL FORMATTING & VISUALITY		
	Checklist	**Notes**
Font	☐ Easy to read/professional font (standard loaded on MS Word and Google) ☐ 10-12pt in size	
Header	☐ Focus on name ☐ email address (school or personal account- with professional naming) ☐ Phone number (including US area code. Example 999-555-1234) ☐ (optional) Only 1 address (permanent or current) ☐ (if included) customized LinkedIn and/or Portfolio and/or GitHub addresses	
Section Titles	☐ Section titles reflect content (e.g. Professional Experience, Project Experience) ☐ easily scan-able ☐ Most important/applicable sections first (in most cases this is Education)	
Dates	☐ Consistently placed and formatted throughout document ☐ Reverse chronological order ☐ Spelled out months (or consistently abbreviated)	
Titles/ Locations	☐ Consistent placed and formatted within sections ☐ Consistent placed and formatted across sections	
Overall Page Appearance	☐ Fills the page, but is not crowded (at arm's length, visible text & white space) • 1 page for most industry jobs (including consulting) • 1 or 2 full pages allowed for academia / libraries & archives • Federal Resume specific guidelines here ☐ Margins not smaller than .5" all around ☐ Clear structure ☐ Consistent grammar	
Optimize for online applications (ATS)	☐ Single column ☐ No extra graphics, graphs or photos ☐ White background, black text and/or limited/purposeful use of color ☐ Created in a 'simple' software like MS Word or Google Docs	

SECTION STRUCTURE		
Education	**Checklist**	**Notes**
	☐ List only education resulting in a degree ☐ No abbreviations – spell out degrees ☐ Degree dates– only month & year of completion (no range) ☐ Reverse chronological order ☐ (optional) GPA over a 3.3 (/4.0 for scale) and if relevant to position	
Experience	**Checklist**	**Notes**
	☐ Reverse chronological order ☐ Each entry includes: Organization Name & Location, Title, and Time Period (month year - month year) ☐ Appropriate bullet point usage (e.g. Avoids sub-bullets) ☐ Uses consistent verb tense- Present for current role, past tense for others	
Project Work	**Checklist**	**Notes**
	☐ Format the same as your experience sections (Organization Name & Location, Title, and Time Period (month year - month year)) • **ATTN: International students**- be careful with organization names- Consult with CDO/International Center	

DESCRIBING EXPERIENCES (Including Projects)			Writing Resume Bullets Handout	
Content	**Professional**	**Proficient**	**Developing**	**Notes**
Action	Describes tasks/skills using strong and varied action words	Describes tasks mostly using action statements	Statements lack descriptive clarity	
Context	Consistently notes process, tools, methods, audience, people involved, etc.	Sometimes notes process, tools, methods, audience, people involved, etc	Lacks context	
Results *end product, goal or purpose	Results are well defined and quantified as appropriate	Results sometimes quantified OR sometimes regularly defined	Accomplishments and results not quantified	
Tailored Content	Uses field-specific, direct language and keywords	Uses clear, direct language Not 100% field related	Entries are general and not field-specific	
Transferable Skills	Demonstrates variety of transferrable skills using verbs, descriptions, and/or results	demonstrates some transferrable skills using actions and/or descriptions	Does not demonstrate transferable skills	

SKILLS	
Checklist	**Notes**
This section should be a type of 'index' for the hard skills shown throughout your resume ☐ Appropriately grouped o Potential Areas: Technical Skills (e.g. Programming, Design, Research Methods), Software, Languages, Certifications or Trained Skills (e.g. motivational interviewing) o use commas between skills in the list (e.g. Programming: Python, R, C++) ☐ Avoids listing professional skills (e.g. organized, good communicator, etc.)	

ACTIVITIES, SERVICE, AND/OR INVOLVEMENTS				
Structure	**Checklist**			**Notes**
	☐ Reverse chronological order ☐ Header reflects content and section purpose (e.g. Leadership Experience) • Specifically: use descriptive words and the word experience to optimize for ATS			
Content	**Professional**	**Proficient**	**Developing**	**Notes**
Descriptions	Directly communicate leadership responsibilities AND results or skills gained	Outline specific responsibilities, lacking results	Descriptions do not serve a clear purpose	
Transferable Skills	demonstrates variety of transferable skills using verbs, descriptions, and/or results	inconsistently demonstrates transferable skills using actions and/or descriptions	Does not demonstrate transferable skills with action statements	

OPTIONAL SECTIONS	
PUBLICATIONS AND PRESENTATIONS	
Checklist	**Notes**
☐ Reverse chronological order (of publication date) ☐ If one of many authors, bold document owner's name ☐ Follow standard reference format (e.g. MLA or APA)	
AWARDS AND HONORS	
Checklist	**Notes**
(if not included in Education) ☐ Include official name or descriptive name for each honor and/or award ☐ Include official name of organization/group ☐ Add dates or date range of award	

Overall Reflection

- ☐ Speaks to employer need and requirements (make sure resume is employer centered and uses their words)
- ☐ Indicates knowledge of the field (processes, tools, audiences, desired results, etc.).
- ☐ Is each section clearly serving a purpose? (Demonstrates employer's desired qualifications/ competencies)