

Resume Rubric



Criteria	Acceptable	Unacceptable
Appearance and Style	- Fits on one page and uses space effectively - Uses readable, consistent fonts - Uses clear section headings - Includes relevant information that is easy to find	- Too long or has too much empty space - Difficult to read or inconsistent formatting - Unclear section headings - Difficult-to-find important information
Grammar & Spelling	- No spelling, grammar, punctuation and spacing errors - Consistent language - No personal pronouns	- Contains errors - Uses inconsistent language - Uses personal pronouns
Objective or Summary	- Identifies the career goal or industry clearly - Highlights relevant skills and experience - Is focused on the position	- Is unclear or too general - Includes too much or too little information - Is not focused on the position
Education	- Includes school, location, degree, major and graduation date - Lists schools in reverse chronological order - Includes relevant coursework, projects, training or certifications when applicable	- Missing key education information - Not in reverse chronological order - Includes irrelevant or outdated information - Uses unnecessary abbreviations
Skills & Optional Sections	- Includes relevant technical, computer, language and interpersonal skills - Includes relevant leadership, volunteer, campus or athletic experience	- Is missing relevant skills - Lists irrelevant skills or activities - Includes hobbies or unnecessary personal information - Includes references