



Resume Approval Rubric Checklist

	Approved	Yes	No	Denied
FORMATTING	Consistent and clean format; created in a Microsoft Word document			Inconsistent formatting throughout
	Visually appealing, all information can be found quickly (most relevant information towards the top)			Difficult to follow, no clear section headings (relevant information not quickly identified)
	Effective use of space and margins			Too much / little white space or content and too wide / narrow margins
	Easy to read font style (Times New Roman, Arial, Calibri, Cambria) and font size (11 or 12)			Decorative font styles, visually hard to read
	Appropriate use of formatting techniques (bold , <i>italics</i> , <u>underlines</u> , ALL CAPS)			Excessive and inconsistent use of formatting techniques
	1 to 2 pages			More than 2 pages or less than 1/2 page
	Reverse chronological order, all dates in appropriate order			Not in chronological order; information begins with least current or in random order
	Appropriate format choice for proper marketability (chronological vs. functional)			Incorrect format to properly market yourself to employers
	Correct style/layout for your field (design style for Creative Arts, technical skill section near top for IT/Engineering, etc.)			Style/layout does not maximize effectiveness; use of clip art, includes personal information/hobbies and picture
	References listed on separate document			References included on resume; or use of "References Available Upon Request" tagline
GRAMMAR	No typos or mistakes			Errors including spelling typos or missing words; needs proofreading
	Use of strong and various action verbs at the beginning of all statements			Minimal use or repetitive use of action verbs
HEADING	Contact information is listed at the top of the resume			Contact information listed near the middle or bottom of the resume
	All contact information is current and listed correctly (name, address, phone, professional email address, and active hyperlinks)			Missing contact information; use of the term "Phone" and "Email" before that contact information; unprofessional email address

	Approved	Yes	No	Denied
SUMMARY	Written in paragraph form including occupational focus, hard & soft skills, and special characteristics that set you apart (focuses on what YOU can offer)			Written as an objective statement (focuses on what YOU want/looking for)
	3-5 statements long			One sentence
	No personal pronouns are used			Use of "I", "we", "me", "my", etc.
EDUCATION	All relevant education is listed correctly			No education included; Cuyahoga Community College is not listed for current students
	Educational institution listed; degree pursuing or achieved; major; expected graduation date; relevant coursework; and accolades			Incorrect or misleading degree information listed; abbreviated degrees (AS, AA, AAB, etc.)
	GPA listed for current students (recommended if above 3.0)			GPA listed below 3.0
	High School information is not included (unless College Credit Plus student)			High School information is included, along with College education, or is outdated
EXPERIENCE	Includes company name, city, state, dates (years only), job title, job responsibility statement, and accomplishments			Lists supervisor names, street addresses, phone numbers, and months included with dates of employment
	1-3 sentences listing job responsibilities under each job title in paragraph form			Job responsibilities listed as bullet points under each job title
	Bullet point format listing accomplishments			No bullets points utilized
	Accomplishments demonstrated in action/result (S-A-R) statements with quantifiable information if possible (#, \$, %)			Bullet points that contain job responsibilities and/or duties only
	Correct tense is used with action verbs (present position = present tense, and past positions = past tense)			Incorrect or inconsistent tenses used throughout
	Use of transferrable skills when making a job or career change (experience is unrelated to current situation)			Verbiage is not related to targeted career field or position of interest

GENERAL COMMENTS:
