

Resume Rubric

Name _____

Highlighted areas need your attention. Please see resume review for comments and suggestions.

Category	Score (10)
FORMATTING ☐ Fills one page without overcrowding. If 2 pages, length is justified ☐ General formatting, spacing, and design is clean, consistent, and professional ☐ Font is consistent, professional, and size is readable. ☐ Alignment of sections, dates, or key information is consistent ☐ Uses reverse chronological order when listing items ☐ Highlights key ideas with bolding and bullets ☐ Personal pronouns are not used ☐ There are NO spelling and grammar errors ☐ Standard section order used ☐ No abbreviations are used	
HEADING AND PROFESSIONAL SUMMARY ☐ Header contains name, phone number, city, state, and a professional email address ☐ Name stands out ☐ Professional summary is included ☐ Professional summary includes skills, future goals, and is an appropriate length	
EDUCATION ☐ Includes only post-secondary education (no high school) ☐ Official degree name is listed including minors and concentrations ☐ Name of institution and city, state is included ☐ Date degree received or anticipated is included ☐ GPA listed is 3.0 or above	
EXPERIENCE ☐ Resume includes a minimum of two experiences. ☐ At least 3 bulleted skill descriptions for each experience. ☐ Job duties begin with action verbs and clearly define skill development. ☐ Experience listing(s) contain: Position/Title, Organization, City, State, Dates ☐ Appropriate verb tense used and consistent	
SKILLS/ORGANIZATIONS/HONORS/ACTIVITIES ☐ Skills are listed ☐ Skills can be proven through experience and are relevant ☐ Organizations/Activities listings include organization name, positions held, and dates ☐ Items listed are appropriate for this section	

Total Score out of 50 points _____