

NAME:

DATE:

REVIEWED BY:



Trenholm State
COMMUNITY COLLEGE

CAREER CENTER Resume Rubric

Creating a well-written resume is an ongoing process and involves customizing the resume for each job you are applying for. The Career Center recommends having your resume reviewed several times before graduation and even after graduation. This resume rubric was designed for applications in the U.S. Please consult with our office if you are applying for a position outside of the U.S.

	Resume should effectively land you an interview.	Resume could land you an interview (borderline case).	Resume is average, needs improvement to rise to the "top of the stack."	Resume needs significant improvement and would be discarded during screening
Contact Information	<ul style="list-style-type: none"> <input type="checkbox"/> Includes name, address, and phone number. May include email address. <input type="checkbox"/> Name stands out on the resume. <input type="checkbox"/> Email listed is professional <input type="checkbox"/> May include LinkedIn URL. If so, URL is customized and professional. 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 1 of the following: Name, address, phone number or email. <input type="checkbox"/> Name does not stand out. <input type="checkbox"/> Email listed is not professional. <input type="checkbox"/> May include LinkedIn. If so, URL is not professional or customized. 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 2 or more of the following: name, address, phone number, or email address. <input type="checkbox"/> Contains personal information not required for a U.S. resume. <input type="checkbox"/> Email is unprofessional and/or inappropriate for the workplace 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 3 of the following: name, address, phone number, or email address <input type="checkbox"/> Contains personal information not required for a U.S. resume <input type="checkbox"/> Includes the word "resume" <input type="checkbox"/> Contains grammatical errors <input type="checkbox"/> Font type is unreadable
Format	<ul style="list-style-type: none"> <input type="checkbox"/> This resume fills the page but is not overcrowded. <input type="checkbox"/> There are no grammar or spelling errors. <input type="checkbox"/> It can be easily scanned. <input type="checkbox"/> Font size is consistent and professional <input type="checkbox"/> Font size is readable <input type="checkbox"/> Resume design is consistent with professional practice (i.e. graphic design, accounting) 	<ul style="list-style-type: none"> <input type="checkbox"/> This resume almost fills the page, but has some uneven white space. <input type="checkbox"/> There may be a single spelling or grammar error. <input type="checkbox"/> Font style is acceptable <input type="checkbox"/> Resume appears to be in template format <input type="checkbox"/> Name is centered on page but does not stand out 	<ul style="list-style-type: none"> <input type="checkbox"/> The font styles are acceptable <input type="checkbox"/> The font size is inappropriate <input type="checkbox"/> There are spelling errors and grammatical mistakes. <input type="checkbox"/> Resume appears to be in template format <input type="checkbox"/> Key points and skills are not highlighted by the use of bold, <i>italics</i>, 	<ul style="list-style-type: none"> <input type="checkbox"/> This resume is either one-half page or two to three pages long. <input type="checkbox"/> The font is too big or may be hard to read. <input type="checkbox"/> There is more white space than words on the page. <input type="checkbox"/> There are multiple spelling and/or grammar errors. <input type="checkbox"/> Inconsistent use of special characters or styles included

	<ul style="list-style-type: none"> <input type="checkbox"/> Name is larger than other content (contact information) May be centered on page <input type="checkbox"/> .5 to 1 inch margins <input type="checkbox"/> Category headings separate content <input type="checkbox"/> If two pages, contains relevant information and is at least a half page with Student, J., p.2 in the top left or right corner <input type="checkbox"/> Key points and skills are highlighted by the use of bold, <i>italics</i>, <u>underlining</u> or bullet points 	<ul style="list-style-type: none"> <input type="checkbox"/> Margins are acceptable 	<ul style="list-style-type: none"> <u>underlining</u> or bullet points <input type="checkbox"/> Name is centered on page but does not stand out <input type="checkbox"/> Margins are acceptable but resume contains some extra “white space” or overcrowding <input type="checkbox"/> Some inconsistency with alignment, bolding, italics or how dates are listed <input type="checkbox"/> Some category headings are used to separate content <input type="checkbox"/> If two pages. Missing 1 of the following: relevant information, at least a half page or J. Student, p. 2 in top left or right corner 	<ul style="list-style-type: none"> <input type="checkbox"/> Key points and skills not identifiable and information is hard to find <input type="checkbox"/> Name is difficult to find as does not stand out <input type="checkbox"/> Inconsistent use of alignment, bolding, italics or how dates are listed <input type="checkbox"/> No category heading used to separate content <ul style="list-style-type: none"> <input type="checkbox"/> If two pages. Missing 1 of the following: relevant information, at least a half page or J. Student, p. 2 in top left or right corner
Education	<ul style="list-style-type: none"> <input type="checkbox"/> Includes full name of College or University <input type="checkbox"/> Location (City, State) <input type="checkbox"/> Official name of degree (Associate of Science) listed <input type="checkbox"/> Graduation date or Expected graduation date (Month and Year) <input type="checkbox"/> Correct major and/or concentration <input type="checkbox"/> May include: relevant coursework, GPA, or study abroad <input type="checkbox"/> Contains only postsecondary degrees earned (unless you are a Freshman) 	<ul style="list-style-type: none"> <input type="checkbox"/> Includes full name of College or University <input type="checkbox"/> College or University name spelled incorrectly or wrong name <input type="checkbox"/> Location is not listed <input type="checkbox"/> Degree is abbreviated (i.e. AS or AA) <input type="checkbox"/> Too many courses listed, if applicable 	<ul style="list-style-type: none"> <input type="checkbox"/> Name of College or University not spelled out (i.e. TS) <input type="checkbox"/> College or University name spelled incorrectly or wrong name <input type="checkbox"/> Graduation date not listed <input type="checkbox"/> Degree not listed <input type="checkbox"/> This section is not well organized and there is no order to how information is formatted. 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing name of College or University <input type="checkbox"/> Not city or state listed <input type="checkbox"/> Incorrect title of degree <input type="checkbox"/> Listing of high school diploma past freshman year <input type="checkbox"/> Listing multiple colleges attended (where no degree was earned) <input type="checkbox"/> Missing 2 or more of the following: name of degree, concentration, institution, location or date

Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant experience list first, including employment, internships in field, student teaching, co-op's, job shadowing and/or service learning <input type="checkbox"/> Quantify and qualify your accomplishments—includes the action, task and result (the proof) <input type="checkbox"/> Highlight transferable skills from other work experiences <input type="checkbox"/> Content listed in reverse chronological order <input type="checkbox"/> Includes the name and location of employer or organization <input type="checkbox"/> Lists job title and starting/ending date for each job <input type="checkbox"/> Use action verbs and specific examples to describe key accomplishments and contributions 	<ul style="list-style-type: none"> <input type="checkbox"/> Places of work, location, titles, and dates are included for each position. <input type="checkbox"/> Descriptions are formatted as bullets beginning with action verbs, but are not detailed enough to help the reader understand the experience. <input type="checkbox"/> Information does not relate 100 percent to the intended career field. 	<ul style="list-style-type: none"> <input type="checkbox"/> Descriptions are not presented in bulleted lists that begin with action verbs. <input type="checkbox"/> Instead, complete sentences in paragraph form are used to describe positions. <input type="checkbox"/> Places of work are included for each position, but not locations, dates, and titles. <input type="checkbox"/> Inconsistent chronological order used throughout the resume 	<ul style="list-style-type: none"> <input type="checkbox"/> Resume does not highlight relevant experience <input type="checkbox"/> No skills are listed for past experiences <input type="checkbox"/> Content is not listed in reverse chronological order <input type="checkbox"/> Missing 2 or more of the following: name of employer, job title, location, or start/end dates <input type="checkbox"/> Uses “I” statements <input type="checkbox"/> Accomplishment statements are missing 2 of the following: action, task, or result or uses responsibility statements or “duties included”
Honors/ Activities	<ul style="list-style-type: none"> <input type="checkbox"/> This section is well organized and easy to understand. <input type="checkbox"/> Uses official name of organization (no abbreviations) positions held, & dates of involvement <input type="checkbox"/> For leadership roles: uses bullet points to highlight accomplishments, skills and knowledge gained <input type="checkbox"/> May include: honors, awards in roles, highlight transferable skills 	<ul style="list-style-type: none"> <input type="checkbox"/> This section contains all information but is difficult to follow <input type="checkbox"/> For leadership roles: uses bullet points to highlight accomplishments, skills and knowledge gained are vague or unclear 	<ul style="list-style-type: none"> <input type="checkbox"/> This section is missing one of the following: official name of organization (no abbreviations), position held, & dates of involvement 	<ul style="list-style-type: none"> <input type="checkbox"/> This section is missing—or contains very little—information. <input type="checkbox"/> Organization titles or dates of involvement are not included, and there are no descriptions. <input type="checkbox"/> For leadership roles: uses bullet points to highlight accomplishments, skills and knowledge gained are missing
Organization	<ul style="list-style-type: none"> <input type="checkbox"/> Uses reverse chronological order when listing items within categories 	<ul style="list-style-type: none"> <input type="checkbox"/> Listing of items in reverse chronological order 	<ul style="list-style-type: none"> <input type="checkbox"/> Most relevant items for position are spread 	<ul style="list-style-type: none"> <input type="checkbox"/> Listing of employment is not in reverse chronological

	<ul style="list-style-type: none"> □ Uses categories that showcases strengths while matching position requirements □ Most relevant items for position are listed in top half of resume 	<p>within categories is inconsistent</p> <ul style="list-style-type: none"> □ Categories accurately reflect contents, but may not showcase strengths while matching position requirements 	<p>throughout the resume</p> <ul style="list-style-type: none"> □ Some of the items are not in reverse chronological order within categories 	<p>order within categories</p> <ul style="list-style-type: none"> □ Categories do not accurately reflect contents □ Items are general in nature and do not appear to have been organized for a specific position/purpose
Grammar, Spelling, and Punctuation	<ul style="list-style-type: none"> □ Correct Spelling, punctuation, grammar (verb tense, pronouns) □ Appropriate abbreviations are utilized 	<ul style="list-style-type: none"> □ Punctuation not consistent □ Resume contains 1 minor spelling, grammar, and/or punctuation errors □ Some abbreviations are inconsistent 	<ul style="list-style-type: none"> □ Resume contains 1-2 minor spelling, grammar, and/or punctuation errors □ Personal pronouns are used 	<ul style="list-style-type: none"> □ Resume contains 3 or more spelling, grammar, and/or punctuation errors □ Personal pronouns are used □ Abbreviations are incorrect
<p>Branding “You” Unique Categories</p> <p>Profile/Summary Statement Honors/Awards Languages (level of proficiency) Publications/ Presentations Research/Course Projects Computer Programming (list languages, software) Military Service (rank and assignment) Related Travel Conferences Attended Certifications & Licenses Industry Skills</p>	<ul style="list-style-type: none"> □ Unique categories makes student stand out as uniquely qualified candidate □ Unique categories align with purpose & intent of resume □ Level of proficiency is stated for language or computer skills 	<ul style="list-style-type: none"> □ Unique categories may not fully support purpose & intent of resume □ If included: level of proficiency is inconsistent for language or computer skills 	<ul style="list-style-type: none"> □ Unique categories are vague, irrelevant, or missing given intent of resume □ If included: level of proficiency is not stated for language or computer skills 	<ul style="list-style-type: none"> □ No unique categories listed □ If listed, missing all required information

Courtesy of the [National Association of Colleges and Employers](#) and The University of Tampa Office of Career Services