

RESUME RUBRIC

	5	4	3	2	1
Overall Appearance/Style	Fills page, not crowded. Consistent in font style and layout. Information is clear. Centered on page and good choice of font and type size. Structure has clear purpose.	Consistent in style but has some uneven white space or does not fill up a page. Important information may not stand out clearly to reader.	Unnecessarily run onto second page. Appearance may lack appropriate use of bold/italics, font, bullet points or margins.	Format is not appealing. Information is not laid out in a clear format.	Does not draw attention and has lack of structure.
Category Selection	Choice of subject headers is excellent. Most important items are listed on the top half. Categories selected include enough information within each to substantiate the need for the heading.	Category selection is well defined and order of information on page is good.	Categories may need to be structured differently to be more effective.	Lacking appropriate categories or category selection is unclear	Resume does not include subject headers
Experience	Appropriate experience listed with organization name, title, dates, and location. Sentence fragments are concise, direct, and accomplishment oriented; strong verbs and appropriate verb tense is used. Results are quantified. Listed in correct chronological order	Appropriate experience listed. Sentence fragments are used, but descriptions may not be result oriented or verbs may be weak.	Too much or too little experience is included. Verbs may be weak and verb tense may be incorrect. Descriptions may not be in the form of bullets. Important information may be missing.	Descriptions are not detailed and offer no illustration of what was done.	No type of experience (work, volunteer, leadership or other) is listed.
Education	Degree and major are listed with graduation month and year, name and location of school. If GPA is listed it is over a 3.0. Honors and Scholarships are included here or in their own section if more appropriate. Important information is highlighted.	Degree is listed with necessary information but section could be expanded. Most important information does not stand out.	Additional information may need to be included to increase length of resume or too much information may be included.	Section lacks information and format.	Section is not included or crucial information is missing.
Typos/Spelling Errors	No or extremely minor errors (Capitalization, spelling, grammar).	Few errors, shows but consistent pattern. Information may be abbreviated when it should be spelled out.	Shows a persistent pattern of error or contains a number of varied mechanical errors	Mechanical errors are so widespread that they are distracting	Difficult to read because of mechanical errors.
Additional Sections: Ex. Skills/Activities	Included additional section with relevant, well organized, and easy to understand information. If appropriate, leadership roles and related activities are indicated.	Included additional section with relevant information, and minimal flaws; skills or activities may not be properly defined.	Additional section is missing key information.	Included additional section, but information is weak or irrelevant.	Additional sections are missing.