

CU Career Development Center: Resume Rubric

Name: _____ Critiqued By: _____ Date Reviewed: _____ Review # _____

Divisional Outcome: Professional Development	Score	1 – Fails to Meet Expectations (least likely to be offered an interview)	2 – Meets Expectations (likely to be offered an interview)	3 – Exceeds Expectations (most likely to be offered an interview!)
Context and Purpose for Writing: <ul style="list-style-type: none"> • Demonstrates an understanding of the employer’s purpose for reviewing a resume. • Demonstrates an understanding of the need for professionalism in resume development. 		<input type="checkbox"/> Incorporates/features very little content that is relevant to employer’s needs. <input type="checkbox"/> Creates a resume that is lacks professional language and appearance. <input type="checkbox"/> Does not make a professional impression upon first review/glance.	<input type="checkbox"/> Incorporates half of the content relevant to employer’s needs. <input type="checkbox"/> Creates a resume that uses some professional language and appearance. <input type="checkbox"/> Makes somewhat of a professional impression upon first review/glance.	<input type="checkbox"/> Incorporates more than half of the content that is relevant to employer’s needs <input type="checkbox"/> Creates a resume that is professional in language and appearance by using industry jargon and key words. <input type="checkbox"/> Makes a very positive and professional impression upon first review/glance.
Resume Writing Conventions: <ul style="list-style-type: none"> • Formats a document that is organized logically and easy to read quickly. • Demonstrates an understanding of the conventional guidelines for formatting a resume, including margins, spacing, content presentation, and style choices. 		<input type="checkbox"/> Does not attempt to organize content; it is difficult to locate key information quickly. <input type="checkbox"/> Does not attempt to use font style/size or text formatting (bold , <i>italics</i> , <u>underline</u>) to highlight key information. <input type="checkbox"/> Demonstrates no attention to conventional guidelines for margins and line spacing to present content in a visually appealing format.	<input type="checkbox"/> Attempts to organize content, <u>but</u> it is difficult to locate key information quickly. <input type="checkbox"/> Uses font style/size or text formatting to highlight key information, <u>but</u> they are not used consistently throughout resume. <input type="checkbox"/> Demonstrates some attention to conventional guidelines for margins and line spacing to present content in a visually appealing format.	<input type="checkbox"/> Organizes content well so it is easy to locate key information quickly. <input type="checkbox"/> Uses font style/size or text formatting to highlight key information, <u>and</u> they are used consistently throughout resume. <input type="checkbox"/> Demonstrates detailed attention to conventional guidelines for margins and line spacing to present content in a visually appealing format.
Content Development: <ul style="list-style-type: none"> • Incorporates key areas (education, honors/ achievements, involvement, and experiences) as supporting information. See reverse side for comments about specific areas). 		<input type="checkbox"/> Includes 1-2 key sections (education, honors/ achievements, involvement, and experiences), but others are missing. <input type="checkbox"/> Does not organize sections in order of relevance to position/field. <input type="checkbox"/> Includes too little relevant content (too short) or too much irrelevant content (too long).	<input type="checkbox"/> Includes 3 key sections, but 1 section is missing. <input type="checkbox"/> Sections are not organized in order of relevance to position/field. <input type="checkbox"/> Includes some irrelevant content; resume should be revised to omit irrelevant content.	<input type="checkbox"/> Includes all 4 key sections. <input type="checkbox"/> Organizes sections in order of relevance to position/field. <input type="checkbox"/> Includes all relevant content; resume is an appropriate length.
Evidence <ul style="list-style-type: none"> • Demonstrates an understanding of the position’s or field’s requirements. 		<input type="checkbox"/> Demonstrates minimal understanding of position’s/field’s requirements by presenting no or little evidence of qualifications for the position/field <input type="checkbox"/> Prompts many questions about ability to perform job.	<input type="checkbox"/> Demonstrates an adequate understanding of position’s/field’s requirements by presenting some evidence of qualifications for the position/field <input type="checkbox"/> Prompts some questions about ability to perform job.	<input type="checkbox"/> Demonstrates a thorough understanding of position’s/field’s requirements by presenting a great deal of evidence of qualifications for the position/field. <input type="checkbox"/> Prompts no questions about ability to perform job.
Mechanics/Phrasing: <ul style="list-style-type: none"> • Uses correct mechanics, such as spelling, grammar and punctuation. • Uses phrases that clearly and concisely communicate information to the reader. 		<input type="checkbox"/> Includes many (more than 3) instances of spelling and/or grammar errors. <input type="checkbox"/> Demonstrates no use of phrases; uses complete sentences or paragraphs. <input type="checkbox"/> Uses actions verbs to begin phrases, but many (more than 3) are in the incorrect tense. <input type="checkbox"/> Does not format descriptions as a bulleted list.	<input type="checkbox"/> Includes several (1-3) instances of spelling and/or grammar errors. <input type="checkbox"/> Demonstrates some use of phrases, but they are excessively wordy. <input type="checkbox"/> Uses actions verbs to begin phrases, but some (1-3) are in the correct tense. <input type="checkbox"/> Formats descriptions as a bulleted list, <u>but</u> are lengthy or difficult to read	<input type="checkbox"/> Includes no instances of spelling or grammar errors. <input type="checkbox"/> Demonstrates use of concise phrases, and uses quantitative information, where appropriate. <input type="checkbox"/> Uses actions verbs to begin phrases, and all are in the correct tense. <input type="checkbox"/> Formats descriptions as a bulleted list.

<p>Education</p> <p>Employers read this section to:</p> <ul style="list-style-type: none"> Determine if applicants have the degree required To assess educational background Learn how well a candidate has done academically. 		<ul style="list-style-type: none"> <input type="checkbox"/> The resume includes no information regarding educational background. <input type="checkbox"/> Missing institution name. <input type="checkbox"/> Missing institution city and state. <input type="checkbox"/> Missing degree, major, and/or graduation date. <input type="checkbox"/> Missing GPA. 	<ul style="list-style-type: none"> <input type="checkbox"/> The resume lists some educational information, <u>but</u> this section is missing some key information. <input type="checkbox"/> Includes institution name, <u>but</u> it is not correct or written in an appropriate format. <input type="checkbox"/> Includes city and state, <u>but</u> one or more items is not correct or presented in an appropriate format. <input type="checkbox"/> Includes degree, major, and graduation date, <u>but</u> one or more items are not correct or presented in an appropriate format. <input type="checkbox"/> Includes GPA, <u>but</u> does not indicate the scale used. 	<ul style="list-style-type: none"> <input type="checkbox"/> The resume lists all educational information, and includes all key information. <input type="checkbox"/> Includes institution name, <u>and</u> it is written in an appropriate format. <input type="checkbox"/> Includes city and state, <u>and</u> they are presented in an appropriate format. <input type="checkbox"/> Includes degree, major, and graduation date, <u>and</u> all are presented in an appropriate format. <input type="checkbox"/> Includes GPA, <u>and</u> includes the scale used.
<p>Honors/Achievements</p> <p>Employers read this section to:</p> <ul style="list-style-type: none"> Assess a candidate's academic achievements Learn about his/her accomplishments Determine if others recognize his/her abilities. 		<ul style="list-style-type: none"> <input type="checkbox"/> The resume includes no information regarding achievements. <input type="checkbox"/> Missing honors/awards/achievement. <input type="checkbox"/> Missing dates of honor/achievement. 	<ul style="list-style-type: none"> <input type="checkbox"/> The resume lists some achievements, <u>but</u> they are missing some key information. <input type="checkbox"/> Uses acronyms rather than writing out achievement. <input type="checkbox"/> Includes dates of achievements, <u>but</u> they are not presented in a recommended format. 	<ul style="list-style-type: none"> <input type="checkbox"/> The resume lists some achievements, <u>and</u> they include key information. <input type="checkbox"/> Writes out each achievement, rather than just using an acronym. <input type="checkbox"/> Includes dates of achievements, <u>and</u> they are presented in a recommended format.
<p>Involvement</p> <p>Employers read this section to:</p> <ul style="list-style-type: none"> See if your involvement extends beyond the classroom or campus community To assess special skills Determine if your interest areas may be beneficial to the employer and assess your level of commitment to your college or community. 		<ul style="list-style-type: none"> <input type="checkbox"/> This section includes no relevant information regarding campus or community involvement. <input type="checkbox"/> Missing organization name. <input type="checkbox"/> Missing dates of involvement. <input type="checkbox"/> Missing leadership roles or descriptions of responsibilities. 	<ul style="list-style-type: none"> <input type="checkbox"/> This section includes some relevant information regarding involvement, <u>but</u> it is not organized in order of importance to intended position/field. <input type="checkbox"/> Includes organization, <u>but</u> acronyms are used and not described. <input type="checkbox"/> Dates of involvement are included, <u>but</u> they are not complete or presented in a recommended format. <input type="checkbox"/> Includes leadership roles and/or brief descriptions of responsibilities, <u>but</u> it is not clear about the skills developed/experience gained. 	<ul style="list-style-type: none"> <input type="checkbox"/> This section includes all relevant information regarding involvement, <u>and</u> it is organized in order of importance to intended position/career. <input type="checkbox"/> Includes full organization name, rather than just an acronym. <input type="checkbox"/> Includes dates of involvement, <u>and</u> they are presented in a recommended format. <input type="checkbox"/> Includes leadership roles and/or brief descriptions of responsibilities, <u>and</u> it is clear about the skills developed/experience gained.
<p>Experience</p> <p>Employers read this section to:</p> <ul style="list-style-type: none"> Determine if (or how much) work experience you have Obtain evidence of your ability to do the job effectively Evaluate core characteristics of an "excellent worker" Ascertain your work ethic Assess your time management skills. 		<ul style="list-style-type: none"> <input type="checkbox"/> Includes no or very little experiential learning (internship, student teachings, etc.) or employment (part-time or summer jobs, etc.) information. <input type="checkbox"/> Missing job title. <input type="checkbox"/> Missing employer/organization name, city, and state. <input type="checkbox"/> Missing dates of employment/ experience. <input type="checkbox"/> Missing job responsibilities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Includes some experiential learning (internship, student teaching, etc.) or employment information, <u>but</u> it is difficult to determine the skills developed or the tasks/projects undertaken. <input type="checkbox"/> Includes job title, <u>but</u> it is not presented in an appropriate format. <input type="checkbox"/> Includes employer/organization, city, and state, <u>but</u> it is not presented in an appropriate format. <input type="checkbox"/> Includes dates, <u>but</u> they are not presented in an appropriate format. <input type="checkbox"/> Includes brief descriptions of responsibilities, <u>but</u> it is not clear about the skills developed/experience gained. 	<ul style="list-style-type: none"> <input type="checkbox"/> Includes some experiential learning (internship, student teaching, etc.) or employment information, <u>and</u> it is easy to determine the skills developed or the tasks/projects undertaken. <input type="checkbox"/> Includes job title, <u>and</u> it is presented in an appropriate format. <input type="checkbox"/> Includes employer/organization city and state, <u>and</u> it is presented in an appropriate format. <input type="checkbox"/> Includes dates, <u>and</u> they are presented in an appropriate format. <input type="checkbox"/> Includes descriptions of responsibilities, <u>and</u> it is clear about the skills developed/experience gained.
<p>Total:</p>		<p>Comments:</p>		