Resume Rubric

200 points

|  |  |
| --- | --- |
| Name | Member Number |
| Chapter | State |

| **Indicator** | | **Strong evidence  of skill**  **5–4 points** | **Moderate evidence  of skill**  **3–2 points** | **Weak evidence  of skill**  **1–0 points** | **Points Earned** | **Weight** | **Total Points** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact Information | | Includes name, address, email address and phone number; name stands out on resume; provides professional e-mail address | Name does not stand out; email address is too casual | Missing name, address, email address or phone number; email used is inappropriate or unprofessional |  | X 3 |  | |
| Education and Relevant Coursework | | Contains complete information (listed in reverse chronological order) with relevant courses listed; dates formatted correctly; GPA listed in correct format (if appropriate), includes appropriate honors and awards | Contains information (listed in reverse chronological order) with relevant courses listed; dates formatted correctly; inappropriate GPA listed, includes appropriate honors and awards | Information not listed in reverse chronological order; important information missing; information not listed in correct format |  | X 7 |  | |
| Relevant Experience and Skills | | Entries are listed in reverse chronological order; company name, job title, location, and employment dates are included; strong action verbs used with correct verb tense; personal pronouns and extraneous words are omitted; bullets are concise, direct and indicate one’s impact/accomplishments; results are quantified; bullets are listed in order of importance | Entries are listed in reverse chronological order; company name, job title, location, and employment dates are included; entries have a pattern of one type of error; action verbs are weak; verb tenses are inconsistent; bullets are not concise or direct and do not indicate impact; bullets are written in complete sentences | Entries are not in reverse chronological order; most entries do not include company name, dates, location, or position title; bullets are written in complete sentences; verb tenses are inconsistent; bullets are wordy, vague, or do not indicate one’s impact; bullets are not listed in order or importance to the reader; results are not quantified when appropriate; irrelevant or outdated information is listed |  | X 10 |  | |
| Achievements and Honors | | Appropriate and relevant achievements and honors listed; achievements and honors related to career goal; provides specific details related to achievements and honors; listed in reverse chronological order | Appropriate and relevant achievements and honors listed; achievements and honors related to career goal; lacks specific details related to achievements and honors; listed in reverse chronological order | Achievements and honors not listed in reverse chronological order; inappropriate or irrelevant achievements listed; no achievement or honors are listed |  | X 5 |  | |
| References | | Listed appropriate references and provided complete contact information for references | References are listed, but not all are appropriate or not all contact information for references is included | Inappropriate references are listed; no references listed; no contact information listed |  | X 2 |  | |
| Spelling/ Grammar/ Punctuation | | Spelling, grammar, and punctuation are extremely high quality with two or less errors in the document | Spelling, grammar, and punctuation are adequate with three to five errors in the document | Spelling, grammar, and punctuation are less than adequate with six or more errors in the document |  | X 5 |  | |
| Format and General Appearance | | Does not exceed two pages without overcrowding; margins are acceptable; font size and style are readable (10–12 point); headings reflect content and content substantiates headings; resume is targeted to job.  \*If necessary, a complete list of references may be included on a third page, but references are the only information to be included. | Does not exceed two pages; appears overcrowded; margins are acceptable; font size and style are readable (10–12 point); headings don’t necessarily reflect content and content substantiates headings; resume is targeted to job  \*If necessary, a complete list of references may be included on a third page, but references are the only information to be included. | Exceeds two pages; margins are inappropriate; font style is unreadable; font size is too small or too large  \*If necessary, a complete list of references may be included on a third page, but references are the only information to be included. |  | X 8 |  | |
| Total Points | | | | | | |  | |