



Professional Resume Rubric

Name:		Target of Resume: (ie. Career field, specific internship/job, graduate program, etc.)			
Reviewer:		Preparation: <input type="checkbox"/> JSH <input type="checkbox"/> Presentation <input type="checkbox"/> CS Website <input type="checkbox"/> Intern <input type="checkbox"/> Online <input type="checkbox"/> Other _____			
		Resume should effectively land you an interview	Resume could land you an interview but room for improvement	Resume is average, needs improvement to rise to the "top of the stack"	Resume needs significant improvement and could be discarded during screening
Format	Layout Margins Length Spacing	Resume consistently follows formatting guidelines.	Formatting guidelines almost always followed. 1-2 problems with format or layout.	Formatting is repeatedly inconsistent impacting readability.	Formatting guidelines not followed, making resume unattractive and/or hard to read.
	Style Bullets Bold/Italics Font Styles	Use of font and styles makes resume exceptionally attractive and easy to read.	Consistent font and styles. 1-2 problems with style.	Font and style inconsistent or over/under used.	Inconsistency in use of styles.
	Mechanics Spelling Grammar Punctuation	No errors in spelling, grammar or punctuation.	1-2 errors in spelling, grammar, or punctuation.	3-4 errors in spelling, grammar, or punctuation.	5 or more errors in spelling, grammar, or punctuation.
Content	Contact Info Eye catching Contact Info Social Media	Professional format with visual appeal and all essential information included.	All appropriate information listed but formatting needs adjustment.	Name doesn't stand out, missing 1-2 pieces of contact information.	Missing information or unprofessional contact information listed.
	Education Degrees Majors/Minors Achievements	Includes all relevant information in organized, readable format.	Small errors in content; mostly complete and clear.	Some content missing or unnecessary information listed. Needs formatting changes.	Section(s) missing essential content and needs new format.
	Experience Headers Action Verbs Descriptions	Descriptions are clear, detailed, focused on action verbs and variety. Excellent use of headers.	Some inconsistencies in content; verbs may be repeated; headers could be stronger or better organized.	Omissions or inconsistencies in content; position descriptions in non-standard format and headers not focused.	Section(s) missing essential content; poorly defined; lacks position descriptions.
Focus	Compelling Quantified Results Achievements	Information demonstrates ability to perform a specific job. Achievements identified and quantified.	Results written in focused statements but not consistent throughout resume.	A few results and achievements but descriptions lack detail.	Generic list of tasks that may not be related to job.
	Purpose/ Specificity Targeted to Field Tailored to Position	Desired position is clearly identified. Use of relevant professional skills and language.	General sense of purpose and/or target, may not be carried out through the resume.	Seems to present 2-3 areas of focus. Purpose is not easily identified.	Lacks focus. Unclear history of skills, interests, and/or experiences.

