

# Résumé Rubric

## How did you do?

For each factor below, highlight the description that best describes your résumé. Find your average raw score for each section at top and multiply:

**Content** raw score x 5: \_\_\_\_\_ +  
**Format** raw score x 1: \_\_\_\_\_ +  
**Mechanics** raw score x 1: \_\_\_\_\_ = \_\_\_\_\_ (Total)

	<b>Criterion</b>	<b>Excellent</b> (raw score 4)	<b>Good</b> (raw score 3)	<b>Fair</b> (raw score 2)	<b>Poor</b> (raw score 1)
<b>Content</b>	<b>Clear and supported goals:</b>	<ul style="list-style-type: none"> <li>Goal is very clear: skillfully highlights specific related skills, experience, and traits.</li> </ul>	<ul style="list-style-type: none"> <li>Goal is clear: highlights some related skills and experience.</li> </ul>	<ul style="list-style-type: none"> <li>Provides content that does not coalesce around a clear goal; related experience thin.</li> </ul>	<ul style="list-style-type: none"> <li>No clear goal; a significant lack of focus; lacks related experience.</li> </ul>
	<b>Key words:</b>	<ul style="list-style-type: none"> <li>Uses specific key words frequently and effectively.</li> </ul>	<ul style="list-style-type: none"> <li>When uses key words, does so effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Includes some key words, but also includes unrelated information.</li> </ul>	<ul style="list-style-type: none"> <li>Omits key words.</li> </ul>
	<b>Verbs:</b>	<ul style="list-style-type: none"> <li>Verbs are strong, active, related to goal.</li> </ul>	<ul style="list-style-type: none"> <li>Verbs are related to goal.</li> </ul>	<ul style="list-style-type: none"> <li>Most verbs are related to goal.</li> </ul>	<ul style="list-style-type: none"> <li>Omits verbs or uses weak ones.</li> </ul>
	<b>Results:</b>	<ul style="list-style-type: none"> <li>Includes 3 or more strong accomplishments from past experience.</li> </ul>	<ul style="list-style-type: none"> <li>Includes 2 related accomplishments when describing experience.</li> </ul>	<ul style="list-style-type: none"> <li>Includes only 1 specific accomplishment from past experience.</li> </ul>	<ul style="list-style-type: none"> <li>Includes no specific accomplishments.</li> </ul>
	<b>Headings:</b>	<ul style="list-style-type: none"> <li>Headings showcase the writer's strengths while matching the job requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Headings are appropriate for the writer and match the goal.</li> </ul>	<ul style="list-style-type: none"> <li>Headings do not clearly support the goal or highlight the writer's strengths.</li> </ul>	<ul style="list-style-type: none"> <li>Headings do not support goal or highlight strengths at all.</li> </ul>
<b>Format</b>	<b>Organization:</b>	<ul style="list-style-type: none"> <li>Organization clearly conveys the relative importance of items.</li> </ul>	<ul style="list-style-type: none"> <li>Generally conveys appropriate emphases.</li> </ul>	<ul style="list-style-type: none"> <li>Inconsistent organizationally.</li> </ul>	<ul style="list-style-type: none"> <li>Appears disorganized.</li> </ul>
	<b>Use of location:</b>	<ul style="list-style-type: none"> <li>Prominently features the most important items near top and left.</li> </ul>	<ul style="list-style-type: none"> <li>Tends to place important items near top.</li> </ul>	<ul style="list-style-type: none"> <li>Obscures strengths relative to the position.</li> </ul>	<ul style="list-style-type: none"> <li>Formatting choices distract from content.</li> </ul>
	<b>Verb tenses:</b>	<ul style="list-style-type: none"> <li>Uses correct verb tenses to match dates.</li> </ul>	<ul style="list-style-type: none"> <li>Verb tenses do not always match dates.</li> </ul>	<ul style="list-style-type: none"> <li>Verb tenses do not match dates sometimes.</li> </ul>	<ul style="list-style-type: none"> <li>Verb tenses do not match dates; absent.</li> </ul>
	<b>Emphases:</b>	<ul style="list-style-type: none"> <li>Emphasizes 1-2 central skills, restating them 2-3 times with varied language; provides more detail for related activities.</li> </ul>	<ul style="list-style-type: none"> <li>Highlights at least one key idea, restating with varied language; emphasizes related past experience through greater detail.</li> </ul>	<ul style="list-style-type: none"> <li>Does not convey a reliable or clear sense of emphasis, but may imply one.</li> </ul>	<ul style="list-style-type: none"> <li>Does not emphasize key ideas; repeats exact wording one or more times.</li> </ul>
	<b>Visual highlights:</b>	<ul style="list-style-type: none"> <li>Effectively highlights key ideas with bold and bullets.</li> </ul>	<ul style="list-style-type: none"> <li>Uses bold and bullets effectively for the most part.</li> </ul>	<ul style="list-style-type: none"> <li>Uses discernible formatting, but not in a way that draws the reader's eye effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Does not format using bold or bullets to emphasize key information.</li> </ul>
	<b>Fonts:</b>	<ul style="list-style-type: none"> <li>Well-chosen, clear, and easy-to-read.</li> </ul>	<ul style="list-style-type: none"> <li>Clear and easy-to-read.</li> </ul>	<ul style="list-style-type: none"> <li>Somewhat distracting or difficult to read.</li> </ul>	<ul style="list-style-type: none"> <li>Difficult to read or busy.</li> </ul>
<b>Mechanics</b>	<b>Length:</b>	<ul style="list-style-type: none"> <li>Fills page effectively; conforms to the length standard in industry.</li> </ul>	<ul style="list-style-type: none"> <li>Fills nearly all of or entire page effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Has some obvious unused "white" space, or is too long.</li> </ul>	<ul style="list-style-type: none"> <li>Has significant unused "white" space, or 2+ pages.</li> </ul>
	<b>Punctuation and proofing:</b>	<ul style="list-style-type: none"> <li>Avoids all errors; uses consistent punctuation; explains acronyms.</li> </ul>	<ul style="list-style-type: none"> <li>Uses punctuation consistently with 1-2 exceptions; has no typos.</li> </ul>	<ul style="list-style-type: none"> <li>Includes more than one error each in punctuation and proofreading.</li> </ul>	<ul style="list-style-type: none"> <li>Has several typos; is inconsistent in punctuation; uses unclear acronyms.</li> </ul>
	<b>Standard protocol:</b>	<ul style="list-style-type: none"> <li>Avoids unnecessary articles and pronouns; omits personal info.</li> </ul>	<ul style="list-style-type: none"> <li>Avoids articles and pronouns.</li> </ul>	<ul style="list-style-type: none"> <li>Generally avoids articles and pronouns.</li> </ul>	<ul style="list-style-type: none"> <li>Ignores most standard résumé protocol.</li> </ul>
	<b>Reverse chronology:</b>	<ul style="list-style-type: none"> <li>Uses reverse chronological order to advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Uses reverse chronological order.</li> </ul>	<ul style="list-style-type: none"> <li>Is inconsistent chronologically.</li> </ul>	<ul style="list-style-type: none"> <li>Does not use reverse chronological order.</li> </ul>
	<b>Contact information:</b>	<ul style="list-style-type: none"> <li>Provides clear contact information.</li> </ul>	<ul style="list-style-type: none"> <li>Provides contact information.</li> </ul>	<ul style="list-style-type: none"> <li>Wastes space when listing contact info.</li> </ul>	<ul style="list-style-type: none"> <li>Provides outdated contact information.</li> </ul>