

# Resume Rubric

4/20/21

Name: \_\_\_\_\_

Please see Career Guide for more details about resume writing. <https://careercenter.nsula.edu/nsu-career-guide/>

CATEGORY	SCORE	COMMENTS
<b>I. FORMATTING</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fills one pg without overcrowding. If 2 pgs, length is justified</li> <li><input type="checkbox"/> Font is consistent, professional, and the size is readable.</li> <li><input type="checkbox"/> Alignment of sections, dates or key information is consistent.</li> <li><input type="checkbox"/> Uses reverse chronological order when listing items.</li> <li><input type="checkbox"/> Highlights key ideas with bolding and bullets.</li> <li><input type="checkbox"/> Personal pronouns are not used.</li> <li><input type="checkbox"/> There are NO spelling and grammar errors.</li> <li><input type="checkbox"/> Standard section order used.</li> </ul>	<b>10</b>	
<b>II. HEADING/Objective Statement</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Header contains name, phone number, City, State and a professional email address.</li> <li><input type="checkbox"/> Name stands out.</li> <li><input type="checkbox"/> Objective Statement or Professional Summary is included.</li> <li><input type="checkbox"/> Objective Statement/Professional Summary includes skills, future goals and is an appropriate length.</li> </ul>	<b>10</b>	
<b>III. EDUCATION</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Includes only post-secondary education.</li> <li><input type="checkbox"/> Official degree name is listed including minors and concentrations.</li> <li><input type="checkbox"/> Name of the institution and City, State is included.</li> <li><input type="checkbox"/> Date degree is received or anticipated is included.</li> <li><input type="checkbox"/> GPA listed is 3.0 or above.</li> </ul>	<b>10</b>	
<b>IV. EXPERIENCE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Resume includes a minimum of two experiences.</li> <li><input type="checkbox"/> At least 3 bulleted skill descriptions for each experience.</li> <li><input type="checkbox"/> Job duties begin with action verbs and clearly define skill development.</li> <li><input type="checkbox"/> Experience listing(s) contain:                             <ul style="list-style-type: none"> <li>▪ Position/Title, Organization, City, State, Dates.</li> </ul> </li> <li><input type="checkbox"/> Appropriate verb tense is used and is consistent.</li> </ul>	<b>10</b>	
<b>V. Skills/Organizations/Honors/Activities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Skills are listed.</li> <li><input type="checkbox"/> Skills can be proven through experiences and are relevant.</li> <li><input type="checkbox"/> Organizations/Activities listings include organization name, positions held, City, State, dates.</li> <li><input type="checkbox"/> Items listed are appropriate for this section.</li> </ul>	<b>10</b>	

Total Score out of 50 pts. \_\_\_\_\_