



# Career Readiness Resources

## **Resume Rubric**

Courtesy of University of Tampa

Name:

Date:

Reviewed By:



## The Office of Career Services Resume Rubric

Creating a well-written resume is an ongoing process and involves customizing the resume to each position you are applying for. The Office of Career Services recommends having your resume reviewed several times. This resume rubric was designed for applications in the U.S. Please consult our office if you are applying to positions in a different country.

| Resume Category            | Spartan Ready!  | Almost Ready  | Needs Improvement   |
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| <b>Contact Information</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Includes name, email and phone number. May include address.</li> <li><input type="checkbox"/> Name stands out on the resume</li> <li><input type="checkbox"/> Email listed is professional</li> <li><input type="checkbox"/> May include: LinkedIn URL. If so, URL provided is customized</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Missing 1 of the following: name, email, or phone number</li> <li><input type="checkbox"/> Name does not stand out on resume</li> <li><input type="checkbox"/> Email listed is too casual</li> <li><input type="checkbox"/> May include: LinkedIn URL. If so, URL provided is not customized</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Missing 2 or more of the following: name, email, or phone number</li> <li><input type="checkbox"/> Contains personal information not necessary for a U.S. resume</li> <li><input type="checkbox"/> Email is unprofessional or inappropriate for the workplace</li> <li><input type="checkbox"/> Includes the word "Resume"</li> </ul>   |
| <b>Education</b>           | <ul style="list-style-type: none"> <li><input type="checkbox"/> Includes full name of University</li> <li><input type="checkbox"/> Location (city, state)</li> <li><input type="checkbox"/> Official name of degree (i.e. Bachelor of Science) listed</li> <li><input type="checkbox"/> Expected Graduation date (month/year) included</li> <li><input type="checkbox"/> Correct major, minor, and/or concentration listed</li> <li><input type="checkbox"/> May include: study abroad, relevant coursework, honors, scholarships, GPA</li> <li><input type="checkbox"/> Contains only post-secondary degrees earned (unless Freshman)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of University not spelled out (i.e. UT)</li> <li><input type="checkbox"/> Degree is abbreviated (i.e., BS or BA)</li> <li><input type="checkbox"/> Too many courses listed, if applicable</li> <li><input type="checkbox"/> 1 of the following is not accurate: name of degree, concentration, minor, institution, location or date</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Missing name of University</li> <li><input type="checkbox"/> No city or state listed</li> <li><input type="checkbox"/> Incorrect title of degree</li> <li><input type="checkbox"/> 2 or more of the following are not accurate: name of degree, concentration, minor, institution, location or date</li> <li><input type="checkbox"/> Section is not included</li> <li><input type="checkbox"/> Listing high school diploma past freshman year</li> <li><input type="checkbox"/> Listing multiple colleges attended (where no degree was earned)</li> </ul> |

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| <p style="text-align: center;"><b>Experience</b></p>    | <ul style="list-style-type: none"> <li><input type="checkbox"/> Presents relevant experiences first, including related employment, internships in field, student teaching, shadowing and/or service learning</li> <li><input type="checkbox"/> Quantify and qualify your accomplishments - includes the action, task and result. This is the "proof"!</li> <li><input type="checkbox"/> Highlight transferable skills from other work experiences</li> <li><input type="checkbox"/> Content listed in reverse chronological order</li> <li><input type="checkbox"/> Includes the name and location of the employer/organization</li> <li><input type="checkbox"/> Lists job title and starting/ending dates for each assignment</li> <li><input type="checkbox"/> Use action verbs and specific examples to describe key accomplishments and contributions</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Relevant experience is listed but not ordered first on the resume</li> <li><input type="checkbox"/> Accomplishment statements are missing 1 of the following: action, task or result</li> <li><input type="checkbox"/> Skills listed from past experiences are not transferable</li> <li><input type="checkbox"/> Some reverse chronological order is used but is inconsistent throughout resume</li> <li><input type="checkbox"/> Missing 1 of the following : name of employer, location, job title or start/end dates</li> <li><input type="checkbox"/> Use of some action verbs and specific examples to describe key accomplishments but inconsistent throughout</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Resume does not highlight relevant experience tailored to the desired job position</li> <li><input type="checkbox"/> Accomplishment statements are missing 2 of the following: action, task or result or uses responsibility statements or "duties included"</li> <li><input type="checkbox"/> No skills are listed for past experiences</li> <li><input type="checkbox"/> Content is not listed in reverse chronological order</li> <li><input type="checkbox"/> Missing 2 or more of the following : name of employer, location, job title or start/end dates</li> <li><input type="checkbox"/> Uses "I" statements</li> </ul> |
| <p style="text-align: center;"><b>Involvement</b></p>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Uses official name of organization (no abbreviations), position held, &amp; dates of involvement</li> <li><input type="checkbox"/> For leadership roles: uses bullet points to highlight accomplishments, skills and knowledge gained</li> <li><input type="checkbox"/> May include: honors, awards in roles, highlight transferable skills</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 or more is missing: official name of organization (no abbreviations), position held, &amp; dates of involvement</li> <li><input type="checkbox"/> For leadership roles: bullet points used to highlight accomplishments, skills and knowledge gained are vague or unclear</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 or more is missing: official name of organization (no abbreviations), position held, &amp; dates of involvement</li> <li><input type="checkbox"/> For leadership roles: bullet points highlighting accomplishments, skills and knowledge gained are missing</li> </ul>   |
| <p style="text-align: center;"><b>Visual Appeal</b></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Font size is consistent and professional</li> <li><input type="checkbox"/> Font size is readable</li> <li><input type="checkbox"/> Resume design is</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Font styles are acceptable</li> <li><input type="checkbox"/> Font size is inappropriate</li> <li><input type="checkbox"/> Resume appears to</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Fonts are distracting or they are not easy to read, may be too large or too small</li> <li><input type="checkbox"/> Inconsistent use of</li> </ul>   |



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|   | <p>consistent with professional practice (i.e. graphic design, theatre, accounting, etc.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Key points and skills are highlighted by the use of <b>bold</b>, <i>italics</i>, <u>underlining</u> or bullet points</li> <li><input type="checkbox"/> Name is larger than other content and centered on page</li> <li><input type="checkbox"/> .5-1in. margins</li> <li><input type="checkbox"/> Consistency throughout resume including alignment, bolding, italics, how dates are listed, etc.</li> <li><input type="checkbox"/> Category headings separate content</li> <li><input type="checkbox"/> If two pages, contains relevant information and is at least a half page with J. Student, p.2 in top right corner</li> </ul> | <p>be in template format</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Key points and skills are not highlighted by the use of <b>bold</b>, <i>italics</i>, <u>underlining</u> or bullet points</li> <li><input type="checkbox"/> Name is centered on page but does not stand out</li> <li><input type="checkbox"/> Margins are acceptable but resume contains some extra "white space" or overcrowding</li> <li><input type="checkbox"/> Some inconsistency with alignment, bolding, italics or how dates are listed</li> <li><input type="checkbox"/> Some category headings are used to separate content</li> <li><input type="checkbox"/> If two pages, missing 1 of the following: relevant information, at least a half page or J. Student, p.2 in top right corner</li> </ul> | <p>special characters or styles included</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Key points and skills are not identifiable and information is hard to find</li> <li><input type="checkbox"/> Name is difficult to find and does not stand out</li> <li><input type="checkbox"/> Uses extraneous "white space" or resume is overcrowded</li> <li><input type="checkbox"/> Inconsistent use of alignment, bolding, italics and how dates are listed</li> <li><input type="checkbox"/> No category headings used to separate content</li> <li><input type="checkbox"/> If two pages, missing 2 or more of the following: relevant information, at least a half page or J. Student, p.2 in top right corner</li> </ul> |
| <b>Organization</b>                       | <ul style="list-style-type: none"> <li><input type="checkbox"/> Uses reverse chronological order when listing items within categories</li> <li><input type="checkbox"/> Uses categories that showcases strengths while matching position requirements</li> <li><input type="checkbox"/> Most relevant items for position are listed on top half of resume</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Listing of items in reverse chronological order within categories is inconsistent</li> <li><input type="checkbox"/> Categories accurately reflect contents, but may not showcase strengths while matching position requirements</li> <li><input type="checkbox"/> Most relevant items for position are spread throughout the resume</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Listing of items is not in reverse chronological order within categories</li> <li><input type="checkbox"/> Categories do not accurately reflect contents</li> <li><input type="checkbox"/> Items are general in nature and do not appear to have been organized for a specific position/purpose</li> </ul>  |
| <b>Grammar, Spelling, and Punctuation</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Correct spelling, punctuation, grammar (verb tense, pronouns)</li> <li><input type="checkbox"/> Appropriate abbreviations are utilized</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Punctuation not consistent</li> <li><input type="checkbox"/> Resume contains 1-2 minor spelling, grammar, and/or punctuation errors</li> <li><input type="checkbox"/> Some abbreviations are inconsistent</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Resume contains 3 or more spelling, grammar, and/or punctuation errors</li> <li><input type="checkbox"/> Personal pronouns are used</li> <li><input type="checkbox"/> Abbreviations are incorrect</li> </ul>  |

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| <p><b>Branding "YOU":<br/>Unique Categories</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Profile/<br/>Summary<br/>Statement</li> <li><input type="checkbox"/> Honors/<br/>Awards</li> <li><input type="checkbox"/> Languages<br/>(<i>level of<br/>proficiency</i>)</li> <li><input type="checkbox"/> Publications/<br/>Presentations</li> <li><input type="checkbox"/> Research/<br/>Course<br/>Projects</li> <li><input type="checkbox"/> Computer/<br/>Programming<br/>(<i>list languages,<br/>software</i>)</li> <li><input type="checkbox"/> Military<br/>Service (<i>rank<br/>and<br/>assignment</i>)</li> <li><input type="checkbox"/> Related Travel</li> <li><input type="checkbox"/> Conferences<br/>Attended</li> <li><input type="checkbox"/> Certifications<br/>&amp; Licenses</li> <li><input type="checkbox"/> Industry Skills</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Unique categories makes student stand out as uniquely qualified candidate</li> <li><input type="checkbox"/> Unique categories align with purpose &amp; intent of resume</li> <li><input type="checkbox"/> Level of proficiency is stated for language or computer skills</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Unique categories may not fully support purpose &amp; intent of resume</li> <li><input type="checkbox"/> If included: level of proficiency is inconsistent for language or computer skills</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Unique categories are vague, irrelevant, or missing given intent of resume</li> <li><input type="checkbox"/> If included: Level of proficiency is not stated for language or computer skills</li> </ul> |
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Comments: