

Office of Career Services

Resume Rubric*

Name: _____ A # _____

Email: _____ Date: _____

Evaluator: _____

Please check (✓) a rating in each row and provide comments with suggested improvements.

	Excellent	Above Average	Needs Improvement	Evaluation Comment
Format/ Appearance	<ul style="list-style-type: none"> ○ Appropriate length for field / level of experience ○ Fills the page, but not overcrowded ○ Consistent font / spacing ○ Consistent and effective use of bold/ italics / underlining ○ Section titles clearly listed and easy to find 	<ul style="list-style-type: none"> ○ Appropriate length for field / level of experience ○ Fills the page ○ Somewhat consistent font / spacing ○ Some use of bold / italics/ underlining ○ Section titles listed 	<ul style="list-style-type: none"> ○ Inappropriate length for field / level of experience ○ Difficult to read / visually distracting ○ Font / spacing inconsistent ○ Ineffective or no use of bold / italics / underlining ○ Section titles not listed / difficult to find 	
Organization	<ul style="list-style-type: none"> ○ Name and contact info clearly listed at top ○ Titles, organizations, dates and/or locations listed consistently ○ Sections ordered in terms of importance ○ Section titles highlight relevant skills / experiences ○ Experiences in reverse chronological order in sections 	<ul style="list-style-type: none"> ○ Name listed, missing some contact info ○ Titles, organizations, dates and /or locations listed somewhat consistently ○ Section ordering sufficient ○ Section titles sufficient ○ Experiences somewhat in reverse chronological order in each section 	<ul style="list-style-type: none"> ○ Name and contact info unclear ○ Inconsistent listing of titles, organizations, dates and /or locations ○ Ineffective ordering of sections ○ Section titles do not highlight skills / experiences ○ Experiences not in reverse chronological order in each section 	
Content	<ul style="list-style-type: none"> ○ Uses a variety of strong action verbs ○ Lists degree and grad date ○ Outcome / accomplishment oriented ○ No spelling / grammar errors ○ Descriptions are concise and descriptive ○ Keywords / skills targeted for the position 	<ul style="list-style-type: none"> ○ Some use of action verbs ○ Missing either degree or graduation date ○ Some outcomes / accomplishments ○ No spelling / grammar errors ○ Descriptions somewhat concise and descriptive ○ Keywords / skills somewhat targeted for the position 	<ul style="list-style-type: none"> ○ Ineffective use of action verbs ○ Does not list degree and grad date ○ No outcomes / accomplishments listed ○ Spelling / grammar errors ○ Descriptions not concise and /or descriptive ○ Keywords / skills not targeted for the position 	
Overall	Overall, meets most of the criteria of an excellent resume	Overall, falls between an excellent resume and one that needs improvement	Overall, does not meet the criteria of an average or excellent resume	

*To be used for U.S. Resumes.