

Resume Rubric

Student's Name: _____

| | 1-Needs Improvement | 3-Average | 5-Effective | Comments |
|---|--|--|--|----------|
| Contact Information: The professional way to get a hold of you | <input type="checkbox"/> No contact information <input type="checkbox"/> Uses nicknames <input type="checkbox"/> Unprofessional email address <input type="checkbox"/> Contact information is not consistently formatted | <input type="checkbox"/> Name is same size font as the rest of the resume <input type="checkbox"/> No LinkedIn profile or personal website for portfolio as applicable listed <input type="checkbox"/> Cell phone has unprofessional voicemail or ring back tones | <input type="checkbox"/> Name is proportionally and appropriately large enough to stand out <input type="checkbox"/> Contact information includes mailing address, contact phone number with professional voice mail, and no ring back tone, professional email (such as WSU email), and LinkedIn profile <input type="checkbox"/> Format is clean, professional, and conforms to rest of resume | |
| Education: Highlights pertinent educational achievements | <input type="checkbox"/> Missing information such as location of institution or expected graduation date | <input type="checkbox"/> Defines interest in a specific industry and/or job type <input type="checkbox"/> May include geographic preference <input type="checkbox"/> May include specific skills the candidate can contribute to the organization | <input type="checkbox"/> Includes institution, degree, completion date, and major/minor <input type="checkbox"/> May include coursework and/or projects that relate directly to objective <input type="checkbox"/> May include GPA, if above a 3.0 | |
| Experience: Describes relevant achievements, accomplishments, and experiences | <input type="checkbox"/> Missing employer name, job title, location, or dates <input type="checkbox"/> Short, not detailed, and does not describe activities with clarity <input type="checkbox"/> Does not use numbers to quantify scope of activities <input type="checkbox"/> Uses narrative wrap-around format instead of bulleted descriptions <input type="checkbox"/> Does not follow reverse chronological order | <input type="checkbox"/> Description of work does not begin with action verbs <input type="checkbox"/> Repeated use of the same action verb or use of weak verbs <input type="checkbox"/> Not detailed enough to fully understand what was accomplished-why, how, impact, or for whom <input type="checkbox"/> Includes extraneous information not related to the intended career field | <input type="checkbox"/> Includes the name of the employer, city, state, job title and month/year of employment <input type="checkbox"/> Bulleted statements begin with a strong action verb <input type="checkbox"/> Experiences are in reverse chronological order <input type="checkbox"/> The most relevant action statements are listed first <input type="checkbox"/> Defines and quantifies skills and accomplishments <input type="checkbox"/> Consistent use or Non-use of periods | |
| Presentation & Format:* Visually appealing with proper use of grammar | <input type="checkbox"/> Layout does not allow white space or too much white space <input type="checkbox"/> Tabs or margins are not aligned on both left and right <input type="checkbox"/> Fonts are too large or too small; too many different font types used <input type="checkbox"/> Document is too long or fails to fill complete pages <input type="checkbox"/> Contains punctuation or spelling errors | <input type="checkbox"/> Format is technically correct, but does not draw visual interest through use of bolding, underline, attractive font choice, indentation, or line use <input type="checkbox"/> Uses outdated font styles or fonts too large or too small <input type="checkbox"/> Does not fill complete page or spills partially onto a second page | <input type="checkbox"/> The resume fills the page without appearing crowded <input type="checkbox"/> Provides adequate white space <input type="checkbox"/> Tabs and margins are consistent and aligned <input type="checkbox"/> Fonts are coordinated and appropriate size <input type="checkbox"/> Uses bold, capitalization and underline for stylized appearance and highlight names and headings | |
| Purpose/Specificity: Reflects research and understanding of field | <input type="checkbox"/> Description of activities is unrelated to states objectives and fails to highlight relevant skills <input type="checkbox"/> Does not include keywords related to resume's purpose <input type="checkbox"/> Relevant skills or experiences are not positioned where they will be noticed (near top) <input type="checkbox"/> Does not use category heading to label related experiences | <input type="checkbox"/> Includes extraneous information unrelated to the position which detracts from key message <input type="checkbox"/> Does not include keywords related to the position or industry <input type="checkbox"/> Does not include the most relevant information where it is likely to be noticed (such as at the bottom) | <input type="checkbox"/> Related and relevant experiences are grouped and located near the top of the resume to gain notice <input type="checkbox"/> Strategic keywords that may be used to search for resumes in a database system are included and help brand the resume <input type="checkbox"/> Skills statements are listed in priority order (if applicable) | |

*Presentation and Format: The WSU Career Center recommends a one-page maximum for undergraduate resumes, 11-12 point font in main body, and 0.7-1 inch margins.

Career Center Staff Signature: _____

Date: _____