

Resume Review Rubric

GENERAL FORMATTING & VISUALITY		
	Checklist	Notes
Font	<input type="checkbox"/> Easy to read/professional font <input type="checkbox"/> 11-12 point in size (with exception of heading)	
Header	<input type="checkbox"/> Focus on name <input type="checkbox"/> Email Address (professional, not gimmicky) <input type="checkbox"/> Address (city and state only) <input type="checkbox"/> (optional) customized LinkedIn or Portfolio address	
Section Titles	<input type="checkbox"/> Titles reflect content (e.g., Professional Experience, Education) <input type="checkbox"/> Easily scan-able <input type="checkbox"/> Most important sections first (e.g., Education or Work Experience)	
Dates	<input type="checkbox"/> Consistently placed and formatted throughout document <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> Months spelled out or consistently abbreviated	
Titles/Locations	<input type="checkbox"/> Consistently placed and formatted within sections <input type="checkbox"/> Consistently placed and formatted across sections	
Overall Page Appearance	<input type="checkbox"/> Fills the page without crowding (at arm's length, visible text & white space) <ul style="list-style-type: none"> • Fewer than 10 years of employment history – 1 page • Greater than 10 years of employment history – 2 pages <input type="checkbox"/> Margins no smaller than 1" all around <input type="checkbox"/> Clear structure <input type="checkbox"/> Consistent grammar	
Optimize for online applications (ATS)	<input type="checkbox"/> Single column <input type="checkbox"/> No extra graphics, graphs or photos <input type="checkbox"/> White background, black text, and/or limited/purposeful use of color <input type="checkbox"/> Created in MS Word or Google Docs	
STRUCTURE		
Education	Checklist	Notes
	<input type="checkbox"/> List only education resulting in a degree <input type="checkbox"/> No abbreviations – spell out degree <input type="checkbox"/> Degree dates – only month and year of completion (for recently obtained degrees; leave dates off otherwise) <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> (Optional) Include GPA if over 3.3 (4.0 for scale) and if relevant to position	

Experience	Checklist	Notes
	<ul style="list-style-type: none"> <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> Each entry includes Organization Name & Location, Title, Time Period (month year – month year) <input type="checkbox"/> Appropriate bullet usage (avoid sub-bullets) <input type="checkbox"/> Uses consistent verb tense (Present tense for current role and past tense for other roles) 	
Project Work	Checklist	Notes
	<ul style="list-style-type: none"> <input type="checkbox"/> Format same as experience sections 	
SKILLS		
	Checklist	Notes
<p>This section should be a type of index for the hard skills shown throughout your resume.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appropriately grouped <ul style="list-style-type: none"> • Technical skills: Programming Design, Research Methods, Software Languages, Certifications or Trained Skills • Separate each skill (with bullet point or comma) <input type="checkbox"/> Avoid listing professional skills such as organized, good communicator, etc. 		
ACTIVITIES, SERVICES, AND/OR INVOLVEMENTS		
Structure	Checklist	Notes
	<ul style="list-style-type: none"> <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> Header reflects content and section purpose (e.g. Affiliations) <ul style="list-style-type: none"> • Use descriptive words and the word experience to optimize for ATS 	
OPTIONAL SECTIONS		
PUBLICATIONS AND PRESENTATIONS		
	Checklist	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Reverse chronological order (of publication date) <input type="checkbox"/> If more than one author, bold document owner's name <input type="checkbox"/> Follow standard reference format (MLA or APA) 		
AWARDS AND HONORS		
	Checklist	Notes
<p>(if not included in education)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include official name or descriptive name for each honor/award <input type="checkbox"/> Include official name of organization/group <input type="checkbox"/> Add dates or date range of award 		

- Does the resume speak to the employer need and requirements?
(Employer centered and uses their words)
- Does the resume indicate a knowledge of the field?
(Processes, tools, audiences, desired results, etc.)
- Is each section clearly serving a purpose?
(Demonstrates employer's desired qualifications/competencies)