

Resume Rubric

	Resume <i>will</i> land you an interview	Resume <i>could</i> land you an interview	Resume is average	Resume would be thrown away
Format	Pages are full, but not over-crowded. There are not any grammar or spelling errors.	Almost fills the pages, but has some uneven white space. There may be a single spelling or grammar error.	The font and spacing of this resume are not appealing. There is more than one error in spelling or grammar.	Less than a full page or more than two. The font is hard to read. There is more white space than words. There are multiple spelling errors.
Education	Organized, clear and well defined. Relevant information is highlighted. Institution, location, major, degree, and any relevant course work presented.	Organized and easy to read. Includes institution, location, major and degree. Course work or “extra” information is missing.	Well organized with institution, location, and major. Degree is missing. There isn’t an order to information.	Missing graduation major and degree.
Experience	Well defined with information relating to the intended career field. Places of work, location, titles and dates are included for each position. Descriptions are clear and well marketed in the form of bullet statements beginning with action words.	Descriptions are clear in the form of bullet statements beginning with action verbs. Descriptions are not detailed enough to fully understand what was done. Not all information relates to the intended career field. Places of work, location, titles and dates are included for each position.	Descriptions are not in the form of bullets beginning with action verbs. Complete sentences in paragraph form are used to describe previous positions. Places of work are included for each position but location, dates and titles are missing.	Not defined. No order to the description of positions. Descriptions are vague and offer no locations. Dates of employment are not listed.