

RESUME GRADING RUBRIC

Finally! Career opportunities are available in the company you have always wanted to work for. The human resource supervisor wants all applicants to submit a resume. Here is your chance to market yourself!



Resumes give employers **basic** information quickly. Your resume is the key to either getting an interview or getting an, 'I'm sorry but..' letter. Employers only spend one minute or less scanning the information on a resume to give it the 'yes', 'no', or 'maybe' for an interview. Be clear, concise, and specific about the job position for which you are applying.

***Regardless of your past work experience or lack of, make the resume work for you. There is no job or job skill that cannot be translated into something more attractive for the resume user.*

***Tailor the resume to the specific job for which you are applying. Know 1) the job you are applying for, 2) the company to which you are applying to; and 3) how you can meet the employer's need.*

GRADING CRITERIA	MEETS	NEEDS WORK TO MEET	DOES NOT MEET
Resume is free of incorrect grammar, spelling errors, and sloppy language/writing mechanics.	20	15	5
Resume is designed by a template or table (such as those found on MS Word) with standard even margins and line spacing, document is neat/visually organized, and bullets are used where necessary. (Template is not too busy visually)	20	15	5
Heading includes contact information and does not include the word 'resume'	20	15	5
Sections are included: Job Objective, Education, Work Experience, and Special Skills (Optional sections: Honors, Volunteer Service, etc.)	20	15	5
Action words and/or phrases are used to describe applicant's experience (developed, organized, created, conducted, assisted, etc.)	20	15	5
Possible Points 100	Total Received:		



- Do stick to **ONE** page
- Do stick to size 11 or 12 basic fonts, one style, with black ink and quality paper
- Do use consistent system of headings and bulleting
- Do bold only those important items such as job title or degree/diploma
- Don't over emphasize with bold, underlines, italicized, capitalized, or colored text
- Don't include the word "Resume" in the header
- Don't use clichés terms such as 'utilizing', 'challenging', etc.