

NAME:



## OFFICE OF CAREER SERVICES

### Resume Rubric

The goal of this rubric is to assist you in creating a document that effectively markets your skills to employers. **If any boxes are checked in the Needs Improvement column, you must update your resume using the [Resume Rules](#) and [Resume Samples](#) before resubmitting your document. If boxes are checked in the green column, those items are Lion Ready!**

Resume Category	Lion Ready!	Almost Ready	Needs Improvement
<b>Visual Appeal &amp; Organization</b>	<input type="checkbox"/> <b>Format is consistent &amp; professional</b> <input type="checkbox"/> Content listed in reverse chronological order <input type="checkbox"/> Font style & size are consistent & readable <input type="checkbox"/> .5-1 inch margins <input type="checkbox"/> Category headings separate content <input type="checkbox"/> Key points/skills highlighted by use of alignment, <b>bold</b> , <i>italics</i> , & <u>underlining</u> <input type="checkbox"/> Most relevant items for position listed on top half of resume	<input type="checkbox"/> <b>Format is professional, but lacks</b> Choose an item. <input type="checkbox"/> Some reverse chronological order is used <input type="checkbox"/> Resume appears to be in template format <input type="checkbox"/> Margins are acceptable but resume contains unused white space or overcrowding <input type="checkbox"/> Some category headings are used to separate content <input type="checkbox"/> Minimal and inconsistent use of spacing, alignment, <b>bold</b> , <i>italics</i> , and <u>underlining</u> <input type="checkbox"/> Most relevant items throughout document <input type="checkbox"/> More than 1 page	<input type="checkbox"/> <b>Format is not effective</b> <input type="checkbox"/> Content not listed in reverse chronological order <input type="checkbox"/> Font style distracts reader <input type="checkbox"/> Font too large or too small <input type="checkbox"/> Template forces unused white space or overcrowding <input type="checkbox"/> Margins too wide or small <input type="checkbox"/> No category heading used to separate content <input type="checkbox"/> No use of alignment, <b>bold</b> , <i>italics</i> , and/or <u>underlining</u> <input type="checkbox"/> Relevant information difficult to find
<b>Grammar, Spelling, and Punctuation</b>	<input type="checkbox"/> Correct spelling, punctuation, and grammar (i.e., verb tense, pronouns) <input type="checkbox"/> Appropriate abbreviations	<input type="checkbox"/> Contains 1-2 minor spelling, grammar, and/or punctuation errors <input type="checkbox"/> Inconsistent abbreviations	<input type="checkbox"/> Resume contains 3+ spelling, grammar, and/or punctuation errors <input type="checkbox"/> Personal pronouns used <input type="checkbox"/> Abbreviations incorrect
<b>Header</b> <i>*Home Address no longer recommended on resume</i>	<input type="checkbox"/> Includes name, email, and phone number. <input type="checkbox"/> Name stands out on resume <input type="checkbox"/> Email listed is professional <input type="checkbox"/> May include: customized LinkedIn URL	<input type="checkbox"/> Missing 1 of the following: name, email, or phone number <input type="checkbox"/> Name does not stand out <input type="checkbox"/> Email listed is too casual <input type="checkbox"/> If included: LinkedIn URL not <u>customized</u>	<input type="checkbox"/> Missing 2+ of the following: name, email, or phone number <input type="checkbox"/> Contains personal info that is not needed on resume <input type="checkbox"/> Email is unprofessional <input type="checkbox"/> Includes word "Resume" or "Student"
<b>Education</b>	<input type="checkbox"/> Includes full name of university <input type="checkbox"/> Location (City, State only) <input type="checkbox"/> Official name of degree	<input type="checkbox"/> Name of university not spelled out (i.e., SLU) <input type="checkbox"/> Degree is abbreviated (i.e., B.S. or B.A)	<input type="checkbox"/> Missing/ incorrect name of university <input type="checkbox"/> Incorrect title/missing name of degree

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Graduation month/year</li> <li><input type="checkbox"/> Correct minor and/or concentration listed, if applicable</li> <li><input type="checkbox"/> May include: study abroad, related coursework, and GPA (if 3.0 and above)</li> <li><input type="checkbox"/> Contains only post-secondary degrees (unless freshman)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Too many courses listed, if added</li> <li><input type="checkbox"/> If courses are added, includes course numbers (only include full course titles)</li> <li><input type="checkbox"/> 1 of the following is not accurate or missing: concentration, minor, institution, location, or expected graduation month/year</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 2+ of the following are not accurate/missing: concentration, minor, location of institution, or graduation month/year</li> <li><input type="checkbox"/> Section not where it belongs on document</li> <li><input type="checkbox"/> Lists high school and/or multiple colleges attended (if no degree was earned)</li> </ul>
<p style="text-align: center;"><b>Experience</b> (May include: work experience, internships, student teaching, job shadowing, service learning/volunteer, and leadership positions within organizations)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes name &amp; location of employer/organization, job title, and date range</li> <li><input type="checkbox"/> Bullet point format beginning with strong action verb</li> <li><input type="checkbox"/> Use of strong accomplishment statements that include tasks and skills, and results (when applicable)</li> <li><input type="checkbox"/> Quantifies and/or qualifies results, when applicable</li> <li><input type="checkbox"/> Highlights <u>career competencies</u>/transferable skills</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Missing 1 of the following: name &amp; location of employer, job title, or date range (month/year)</li> <li><input type="checkbox"/> Mix of paragraph form and bullet points</li> <li><input type="checkbox"/> Bullet points do not begin with strong action verb</li> <li><input type="checkbox"/> Use of the same action verbs and/or bullet point phrase repeatedly</li> <li><input type="checkbox"/> Accomplishment statements focused on tasks/job duties only (no skills/achievements)</li> <li><input type="checkbox"/> Skills listed are not applicable</li> <li><input type="checkbox"/> Bullet points not tailored to industry/position for which you are applying</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Missing 2+ of the following: name and location of employer, job title, and/or date range (month/year)</li> <li><input type="checkbox"/> Use of paragraph form when describing experiences</li> <li><input type="checkbox"/> Includes responsibility statements such as “Duties include” or “Responsible for”</li> <li><input type="checkbox"/> Missing accomplishment statements</li> <li><input type="checkbox"/> No <u>career competencies</u>/transferable skills are listed for past experiences</li> <li><input type="checkbox"/> Uses “I” statements</li> <li><input type="checkbox"/> Incorrect use of verb tenses</li> </ul>
<p><b>“Lagniappe” Categories</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Objective Statement</li> <li><input type="checkbox"/> Skills Summary/Summary of Qualifications</li> <li><input type="checkbox"/> Honors/Awards</li> <li><input type="checkbox"/> Activities</li> <li><input type="checkbox"/> Skills (languages, technology, etc.)</li> <li><input type="checkbox"/> Presentations/Publications</li> <li><input type="checkbox"/> Course Projects</li> <li><input type="checkbox"/> Conferences</li> <li><input type="checkbox"/> Certifications/Licenses</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lagniappe categories describe student/alumnus as a qualified candidate</li> <li><input type="checkbox"/> Categories align with purpose &amp; intent of resume</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lagniappe Categories may not fully support purpose &amp; intent of resume</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lagniappe categories are vague, irrelevant, or missing given intent of resume</li> </ul>

Additional Comments/Notes: review [Resume Rules](#) for formatting tips on