Resume review checklist and rubric

Resume Checklist	Meets expectations	Partially meets expectations	Does not meet expectations
Formatting and overall presentation ☐ Margins .75 - 1" ☐ Category headings ☐ Bullet points ☐ Bullet style ☐ Alignment ☐ Date formats ☐ Font size ☐ Font type ☐ Effective use of space ☐ No photos ☐ No fancy formatting ☐ No more than 2 pages	Font: 11-12 pt, black ink Font style and size are consistent and appealing Margins: .75 - 1" and consistent Left-aligned body and headings Fills page without overcrowding Easy to read	Font style and size are consistent and easy to read Margins are consistent Spacing between sections and items is consistent Appropriate page length	Font style and size are difficult to read, too big/small, inconsistent Margins too big/small Too empty/crowded Difficult to read Includes images, photos The use of bold/italics is confusing
Profile header and contact information ☐ Name ☐ Location (city, state) ☐ Address not included ☐ Phone number ☐ Email address ☐ LinkedIn website link (optional)	All information from the checklist is included prominently at the top of the resume Name: bold, 14 - 16 pt font size A professional e-mail address is provided Optional: Hyperlink to LinkedIn is functional, and the profile is complete	Some profile information is missing Optional: Hyperlink to LinkedIn is functional, but the profile is incomplete	Multiple components of header information are missing Name does not stand out from the text Difficult to locate contact information Inappropriate information: photo, age, etc. Optional: Hyperlink to LinkedIn is not functional
Education ☐ University name ☐ Location ☐ Expected graduation date, or graduation date ☐ Name of degree	Uses official university name University name, degree type, major field of study, month and year degree received/expected are complete and accurate	University name, degree type, major field of study, month and year degree received/expected are complete and accurate Additional information is accurate and consistently formatted: double-major,	Incorrect university name Missing or incorrect degree/program name No graduation Month, Year Lists all institutions

		minor, etc.	attended, including high school and universities where no degree earned
and program	Additional information is accurate and consistently formatted: double-major, minor, etc. Lists only institutions where a degree/certificate was earned or is being earned		
Experience ☐ Listed in reverse chronological order ☐ Company name ☐ Location ☐ Dates ☐ Job title ☐ Achievement statements (outcome-oriented action/skill statements)	Uses a variety of action verbs Highlights relevant achievements and provides concrete results Action statements demonstrate a variety of transferrable skills Uses bullet points Uses field-specific language Accomplishments/results quantified or qualified where appropriate	Uses action verbs Highlights achievements related to the position Uses bullet points Uses field-specific language Descriptions could be improved to describe tasks, duties, transferrable skills, and accomplishments in a more detailed and compelling way	Does not include action verbs Lacks detail: What, How, Results, etc. Focuses on tasks rather than accomplishments Descriptions are not detailed enough to fully understand what was done or it is difficult to discern transferrable skills Accomplishments/results are not quantified where appropriate
Skills ☐ Formatting consistent with rest of resume ☐ Includes only languages, computer skills, and certifications	Relevant to purpose Includes only technical skills Organized by category	Includes only technical skills Organized by category	Includes non-technical skills Disorganized
Optional sections ☐ Formatting consistent with rest of resume ☐ In reverse chronological order	Adds value for the reader Relevant to purpose Consistent formatting	Relevant to purpose Consistent formatting	Not relevant to the reader
Spelling and grammar ☐ There are no spelling or grammar errors ☐ Acronyms and abbreviations are written out completely	Uses language and keywords used by the employer No grammar/spelling errors No slang, jargon, unclear acronyms	No grammar/spelling errors No slang, jargon, unclear acronyms	Contains grammar/spelling errors Uses slang, abbreviations, jargon, unclear acronyms