Resume Review Rubric

GENERAL FORMATTING & VISUALITY

	Checklist	Notes
Font	☐ Easy to read/professional font ☐ 11-12 point in size (with exception of heading)	
Header	☐ Focus on name ☐ Email Address (professional, not gimmicky) ☐ Address (city and state only) ☐ (optional) customized LinkedIn or Portfolio address	
Section Titles	☐ Titles reflect content (e.g., Professional Experience, Education) ☐ Easily scan-able ☐ Most important sections first (e.g., Education or Work Experience)	
Dates	☐ Consistently placed and formatted throughout document ☐ Reverse chronological order ☐ Months spelled out or consistently abbreviated	
Titles/Locations	☐ Consistently placed and formatted within sections ☐ Consistently placed and formatted across sections	

Overall Page Appearance	☐ Fills the page without crowding (at arm's length, visible text & white space)
	  • Fewer than 10 years of employment history – 1 page
	  • Greater than 10 years of employment history – 2 pages
	☐ Margins no smaller than 1" all around
	☐ Clear structure
	☐ Consistent grammar	

Optimize for online applications (ATS)	☐ Single column ☐ No extra graphics, graphs or photos ☐ White background, black text, and/or limited/purposeful use of color ☐ Created in MS Word or Google Docs	

STRUCTURE

Education	Checklist	Notes
	☐ List only education resulting in a degree ☐ No abbreviations – spell out degree ☐ Degree dates – only month and year of completion (for recently obtained degrees; leave dates off otherwise) ☐ Reverse chronological order ☐ (Optional) Include GPA if over 3.3 (4.0 for scale) and if relevant to position	

Experience	Checklist	Notes
	☐ Reverse chronological order ☐ Each entry includes Organization Name & Location, Title, Time Period (month year – month year) ☐ Appropriate bullet usage (avoid sub-bullets) ☐ Uses consistent verb tense (Present tense for current role and past tense for other roles)	
Project Work	**Checklist**	**Notes**
	☐ Format same as experience sections	

SKILLS

	Checklist	Notes

	This section should be a type of index for the hard skills shown throughout your resume.
	☐ Appropriately grouped
	  • Technical skills: Programming Design, Research Methods, Software Languages, Certifications or Trained Skills
	  • Separate each skill (with bullet point or comma)
	☐ Avoid listing professional skills such as organized, good communicator, etc.	

ACTIVITIES, SERVICES, AND/OR INVOLVEMENTS

Structure	Checklist	Notes
	☐ Reverse chronological order ☐ Header reflects content and section purpose (e.g. Affiliations) • Use descriptive words and the word experience to optimize for ATS	

OPTIONAL SECTIONS

PUBLICATIONS AND PRESENTATIONS

	Checklist	Notes
	☐ Reverse chronological order (of publication date) ☐ If more than one author, bold document owner's name ☐ Follow standard reference format (MLA or APA)	

AWARDS AND HONORS

	Checklist	Notes
	(if not included in education) ☐ Include official name or descriptive name for each honor/award ☐ Include official name of organization/group ☐ 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)