Career Services Résumé Rubric

For a résumé to be "certified" by Career Services, it must score an excellent or acceptable with minor corrections for each section.

Criteria	Excellent	Acceptable With Minor Corrections	Needs Revisions
Overall Style/ Appearance **Goal:** To ensure your document is easily read and appears polished.	· Cleanly fills one page without overcrowding · Order of information presented is consistent within each section · Information is only presented once · Centered on page with acceptable margins · Font is sized appropriately (no smaller than 10 pt) and readable · Consistency in formatting (use of bold, italics, etc.)	· Page appears clean, but crowded, but not exceeding one page · Order of information presented is consistent within each section · Information is only presented once · Centered on page with acceptable margins · Font is sized appropriately (no smaller than 10 pt) and readable · No more than three errors in formatting consistency (bold, italics, spacing, etc.)	· Document exceeds one page or does not fill the majority of one page · Document appears cluttered · Inconsistency in the order of information within one or more sections · The same information is presented more than once · Document is not centered · Margins are not appropriate · Font size is too small/too big or not consistent; font is not easily read · Inconsistency in formatting (use of bold, italics, etc.)
Spelling, Grammar, and Punctuation **Goal:** To ensure résumé is polished and demonstrates an attention to detail.	· Résumé has no errors — spelling and grammar are correct, punctuation and spacing are consistent	· Résumé contains one to two minor errors (spelling, grammar, punctuation) · Résumé has a pattern of a single error (e.g., some bullets have periods, some do not)	· Résumé contains three or more individual errors · Résumé has a pattern of two or more errors
Contact Information **Goal:** To ensure an employer can easily contact you.	· Includes name, street address (optional), email, phone · Name is largest and most prominent information in section · Email address used is professional · If included, LinkedIn profile/ portfolio has customized URL	· Includes name, street address (optional), email, phone · Name is not most prominent information in section · Email address is not professional	· Missing one of the following: name, email, street address (optional), phone number · Email address used is unprofessional/inappropriate · If included, LinkedIn profile/ portfolio does not have customized URL
Education **Goal:** To convey academic qualifications and training.	· Degree is spelled out · Major/minors (if declared) and graduation month/year are indicated · Each institution attended includes name, location, dates · For undergraduates: Colgate is listed first, then other institutions in order of relevance · If listed, GPA is in correct format (maintain number of decimal places: e.g., 3.05/4.00 or 3.0/4.0) · If GPA other than cumulative is listed, it's identified (e.g., major GPA) · Relevant honors and scholarships listed and include dates and description if not indicated in the title. (May be in separate section) * Study abroad should be included, if applicable	· Degree is abbreviated (BA) · Major/minors (if declared) and graduation month/year are indicated · Each institution attended includes name, location, dates · For undergraduates: Colgate is listed first, then other institutions in order of relevance · If listed, GPA is in correct format · Relevant honors and scholarships listed and dated, but lack context	· Incorrect degree listed (not Bachelor of Arts) · Declared major/minor not indicated · Graduation date not listed (month, year) · Each institution attended does not include name, location, dates · Colgate is listed after another institution · Irrelevant/outdated high school information listed · If listed, GPA is not in correct format · GPA is rounded up

Experience			
Experience **Goal:** To contextualize your skills and nonacademic qualifications in a concise manner, showing their relevance to your employer.	· Each entry lists organization name, dates, position title (if needed), and location · Bullets begin with strong action verbs · All verbs reflect the correct verb tense · Bullets are concise, direct · Bullets indicate one's impact or contribution to the organization with specificity · Bullets are not written in complete sentences and appropriately omit extra words (e.g., articles, verbose phrases); contain no personal pronouns · Bullets are listed in order of importance within an experience · Results are quantified when possible · The most significant entries include at least one bullet point	· One to two entries omit(s) organization name, dates, position title (if needed), or location · Résumé has a pattern of a single error (e.g., no position titles) · Action verbs could be stronger · One to two individual errors in verb tense · Bullets could be more concise, direct · Bullets indicate one's impact on the organization — could include more specificity · Bullets are written in complete sentences · Bullets are listed in order of importance within an experience · Results are quantified when appropriate · The most significant entries include at least one bullet point	· Three or more entries do not include organization name, dates, position title (if needed), or location · Bullets begin with weak action verbs · Multiple verb tenses are inconsistent with dates · Bullets are wordy, vague, or do not indicate one's impact · Bullets contain personal pronouns · Bullets are not listed in order of importance within an experience · Results are not quantified when appropriate · Bullets are not included on significant entries · Irrelevant/outdated information listed (e.g., high school) that would not be discussed in an interview
Skills/Interests/ Language/ Certifications Sections (optional) **Goal:** To include skills or information that do not appear elsewhere on the résumé and are relevant.	· Listings are concise and specific · Level of proficiency is indicated for skill-based entries (language, laboratory, technology)	· Listings are concise and specific · Level of proficiency is indicated for skill-based entries (language, laboratory, technology) · Personal qualities are listed	· Listings are wordy or vague · No level of proficiency indicated for skills-based entries (language, laboratory, technology)
Organization of Sections **Goal:** To group relevant information together to draw attention to experiences that resonate with your target employer; to increase readability.	· Section headers accurately reflect content · Adequate content exists within a section to substantiate the heading	· Section headers reflect content · Content of a section is not best placement of information (see comments)	· No use of sections or one "Experience" section lists all entries · Too many sections and/or not enough content to warrant a section · Section titles do not reflect content
Targeting **Goal:** To ensure your strengths are strategically highlighted to your specific audience.	· Section headers are relevant to the targeted audience · Uses language represented in the job description, employer's materials, or that is industry-specific · The most relevant information is grouped and appears on the first half of the document · Most relevant bullets appear first under each entry · Listed coursework (optional) is tailored to the targeted field · The format/structure of the document is reflective of acceptable industry standards and trends · In formatting entries, the most relevant/strategic information among title and organization name is emphasized by positioning and style (bold, etc.)	· Audience is addressed, but more focus is required · Language could be more relevant to the reader (section titles, descriptions) · The most relevant information is grouped but does not appear on the first half of the document · The most relevant information could be further emphasized by formatting (bold, italics, etc.) · Listed coursework (optional) is tailored to the targeted field	· Résumé does not show evidence of being targeted to a specific purpose. (NOTE: This rating is assigned to all general résumés) · Section titles and descriptions do not support targeted field · The most relevant information is not grouped · The most relevant information does not appear on the first half of the page · The most relevant information is not emphasized by formatting (bold, italics, etc.) · Coursework (optional) is not tailored to the targeted field