

Amherst Career Center Resume Rubric

Name:		Reviewer:	
Please indicate the target for this resume: (e.g. career field, specific internship/job posting, graduate program, etc.)			Date:
CRITERIA	EXCELLENT (3)	AVERAGE (2)	UNACCEPTABLE (1)
Style, Appearance, & Tone <u>Goal:</u> To ensure your strengths are highlighted for your specific audience and that the resume is polished & easy to read. <u>Comments:</u> Score: 3 2 1	<ul style="list-style-type: none"> Fills one page without overcrowding Margins are acceptable Font style & size is readable Formatting is consistent Relevant info appears on the top ½ of the page Section headings reflect content & content substantiates headings (section titles & descriptions are relevant to targeted opportunity) Resume is targeted to internship, job or program 	<ul style="list-style-type: none"> Page appears crowded, but doesn't exceed one page Less than two formatting errors 	<ul style="list-style-type: none"> Exceeds one page Does not fill majority of one page Margins are less than ½ inch or more than 1 inch Font style is unreadable Text size is not between 10 and 12
Grammar, Spelling, & Punctuation <u>Goal:</u> To ensure your resume is polished. <u>Comments:</u> Score: 3 2 1	<ul style="list-style-type: none"> Error-free spelling Error-free punctuation Error-free spacing Grammar is appropriate (e.g. verb tense, pronouns) 	<ul style="list-style-type: none"> Contains 1-2 minor errors (punctuation or spacing) Has a pattern of a single error (e.g. some bullets have periods, some do not) 	<ul style="list-style-type: none"> Resume contains 3 or more individual errors Has a pattern of 2 or more of the same type of error
Contact Information <u>Goal:</u> To ensure a reviewer can easily reach you. <u>Comments:</u> Score: 3 2 1	<ul style="list-style-type: none"> Includes name, address, email, phone Name stands out on the resume Provides professional email 	<ul style="list-style-type: none"> Name does not stand out Email used is too casual 	<ul style="list-style-type: none"> Missing name, email, address, email, or phone number Email used is inappropriate or unprofessional
Education Section <u>Goal:</u> To convey academic qualifications and training. <u>Comments:</u> Score: 3 2 1	<ul style="list-style-type: none"> Entries are in reverse chronological order Degree is spelled out Major(s) (if declared) and graduation month/year are indicated Course work listed is relevant Each institution includes name, location, & dates If listed, GPA is in correct format Relevance of study abroad, research, & honors is revealed 	<ul style="list-style-type: none"> Degree is abbreviated (BA) 	<ul style="list-style-type: none"> Entries are not in reverse chronological order Degree listed is something other than "Bachelor of Arts" Missing declared major(s) Entry is missing details (name, location, dates) Irrelevant or outdated high school info is listed If listed GPA is not in correct format Relevance of study abroad, research, & honors is not revealed
Experience Section(s) <u>Goal:</u> To contextualize your skills & qualifications, showing relevance to the position desired. <u>Comments:</u> Score: 3 2 1	<ul style="list-style-type: none"> Entries are in reverse chronological order Organization name, position title, location, & dates are included Bullets begin with strong action verbs and are in correct verb tense Personal pronouns and extraneous words are omitted Bullets are concise, direct, & indicate one's impact/accomplishments Results are quantified Bullets are listed in order of importance 	<ul style="list-style-type: none"> Entries are in reverse chronological order Entries have a pattern of one type of error (e.g. locations are omitted) Action verbs are weak Verb tense is incorrect for 1 entry Bullets are not concise or direct and do not indicate impact Bullets are written in complete sentences 	<ul style="list-style-type: none"> Entries are not in reverse chronological order 3 or more entries do not include organization name, dates, position title, or location Bullets are written in complete sentences Verb tense is incorrect for 2 or more entries Bullets are wordy, vague, or do not indicate one's impact Bullets are not listed in order of importance to the reader Results are not quantified when appropriate Irrelevant or outdated information is listed
Skills & Interests <u>Goal:</u> To reveal relevant or interesting information that does not appear elsewhere on the resume. <u>Comments:</u> Score: 3 2 1	<ul style="list-style-type: none"> Listings are relevant to the reader Listings are concise Level of proficiency is indicated for language or computer skills 		<ul style="list-style-type: none"> Items are wordy Items are vague or irrelevant Level of proficiency is not indicated for language or computer skills