**Resume Rubric**

Student name:

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| Self-  Review | 2nd  Review |  |
|  |  | **CONTACT INFORMATION** |
|  |  | Name, phone, professional email, LinkedIn URL (optional) |
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|  |  | Objective |
|  |  | A job title or description of your goals |
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|  |  | **EDUCATION** |
|  |  | Name of university and location |
|  |  | Official name of your degree, which can be abbreviated  *Example: Bachelor of technology B.T.* |
|  |  | Includes major, minor and/or concentration spelled out  *Example: Bachelor of Technology, Entertainment, Minor in Spanish*  *B.T., Major: Entertainment; Minor: Spanish* |
|  |  | Expected date of graduation with month and year  *Example: Expected May 2020* |
|  |  |  |
|  |  | **EXPERIENCE** |
|  |  | Experience includes job title/role, organization name, location (city, state) and dates employed/involved  *Examples: Intern, World Stage, New York, NY Summer 2020*  *Volunteer Spring 2019 – Present*  *New York Public Library, New York, NY* |
|  |  | Dates of prior experiences are accurate and in reverse chronological order (most recent to least recent) within  each section |
|  |  | Bullet points start with action verbs (not “responsible for” or “duties included”); includes specific examples to emphasize skills and knowledge, and describes key accomplishments and contributions  *Example: Initiated and facilitated weekly after-school group for 8 behaviorally challenged youth in grades 9-12* |
|  |  | Verb tenses are consistent – present tense is used to describe current roles/positions and past tense is used to  describe previous roles/positions |
|  |  | Salary history is omitted; can be included in a cover letter if requested |
|  |  | Personal information, such as gender identity, birth date, age, race, marital status, in NOT included |
|  |  | Personal pronouns, such as “I,” “me,” “my,” “we,” and “our” are NOT used |
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|  |  | **SPELLING** |
|  |  | All the words used are familiar to people; industry-specific terms should be recognizable to those within the field,  industry and/or company |
|  |  | All words are spelled correctly – do NOT rely on spell check |
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| Self-  Review | 2nd  Review |  |
|  |  | **PUNCTUATION** |
|  |  | Use of punctuation is consistent – if you use periods at the end of your phrases, make sure they are at the end of  all phrases; exclamation points are not used |
|  |  | Punctuation used to separate information is consistent |
|  |  | There are no commas between month and year or semester and year  *Examples: November 2020; Summer 2019;* |
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|  |  | **GRAMMAR** |
|  |  | All verbs in each specific experience are in the same tense – current positions/roles should be in the present  tense; past positions/roles are in the past tense |
|  |  | All proper nouns are capitalized |
|  |  | Date format can include month, semester or season, but be consistent throughout the resume; capitalize seasons  when associated with a date  *Examples: 11/2019; November 2019; Fall 2019* |
|  |  |  |
|  |  | **FORMAT** |
|  |  | Number of spaces between categories or items is consistent |
|  |  | There is plenty of white space – your resume is not overcrowded |
|  |  | Margins are appropriate (between 1 inch and ½ inch) and consistent |
|  |  | The font style and spacing is the same throughout the resume |
|  |  | Use bold, italics, capitalization to make important items stand out – be consistent |
|  |  | Headings stand out from the text, using bold, italics, capitalization, lines, etc. |
|  |  | At arm’s length, the text and white space look balanced |
|  |  | Your name is larger than the rest of the text – 14-18 point font is appropriate for your name |
|  |  | Font size is between 10-12 point font |
|  |  | Resume is one page and only the front side of the paper is used |
|  |  | There are no graphics or photos included |
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|  |  | **ADDITIONAL SECTIONS** |
|  |  | ***Profile/Summary*** (optional): 3-5 sentence fragments; clear statement that targets a specific position, role, job function, organization or industry; focused on what you can offer to the reader |
|  |  | ***Awards/Honors***: Includes the official name for each honor or award and official name of organization or group |
|  |  | ***Activities/Community Service/Volunteer Experience/Additional Experience***: Includes official name of each  organization, city and state, position or leadership role held, dates of involvement; does not use acronyms unless defined within the resume |
|  |  | ***Skills/Qualifications***: languages, publications, research projects, computer program (list software/languages),  tools/equipment, military services |
|  |  | ***Academic Experience/Related Coursework/Related Projects***: Includes the title of the course and/or project and  the semester completed; does not include course #; identifies independent vs. group, role within group, applicable skills/knowledge, and any specific technical skills |

**How to submit a resume and/or cover letter:**

*Email as an attachment:*

 Save your cover letter, resume and references (if requested) in a common word processing program such as

Microsoft Word or as a PDF (preferable). Increasingly, employers are specifying format.

 Give the document a name the employer will associate with you once they are downloaded, for example: LastName\_Position.pdf.

 In the Subject line, put the name of the position for which you are applying. In your email message, briefly say why you are writing. Ask the employer to contact you about any trouble opening attachment(s).

*Send in the body of an email:*

 Paste your cover letter a couple of spaces below your brief introduction. Set it up in Business (Block) Style, with everything justified to the left. Your cover letter may need to be reformatted to send it in the body of an email message. Do not use bold, italics, underlining, bullets, fancy fonts, colored text, or multiple columns.

 Attach your resume (in PDF format) to the email.

*Mail or submit in person:*

 Final cover letters and resumes submitted to employers as paper copies should be printed on resume quality paper (ivory, gray or white) with the watermark right side up, and should not be stapled to other application materials.

 If the cover letter and resume are being sent through the mail, then they should be placed in a large manila envelope or an envelope that matches the resume paper.

For additional information on submitting through an applicant tracking system, visit the following resources:

 <http://www.careerthinker.com/resume-services/resume-advice-tips/resume-distribution/>

 <http://www.hrbartender.com/2014/recruiting/the-new-resume-rules-infographic-friday-distraction/>

 <http://www.forbes.com/sites/nextavenue/2014/03/18/how-to-get-your-resume-read-by-an-employer/>