

Professionalism Rubric: Resume

	Novice	Average	Advanced
Spelling & Grammar	<ul style="list-style-type: none"> Errors and/or inconsistency of spelling, punctuation, grammar and capitalization 	<ul style="list-style-type: none"> Errors and/or inconsistency of spelling, punctuation, grammar and capitalization 	<ul style="list-style-type: none"> No errors in spelling, punctuation, grammar or capitalization All words are written out in full - no acronyms
Format	<ul style="list-style-type: none"> Either too short or more than one page 	<ul style="list-style-type: none"> Does not fill page Sections do not highlight strengths Resume almost fills page but has some uneven white space 	<ul style="list-style-type: none"> Fills page but not overcrowded Section order highlights strengths
Style	<ul style="list-style-type: none"> Fonts not used consistently, varying in style and size Name is too small 	<ul style="list-style-type: none"> Font size is too small (less than 10) 	<ul style="list-style-type: none"> Consistent use of font size and font face Style, bullets, italics, bold and/or underlining are consistent throughout
Content	<ul style="list-style-type: none"> Presentation of content contains many errors Relevant information lacking or missing Sections are missing 	<ul style="list-style-type: none"> Most of the necessary information is included and guidelines are followed 1-2 errors in presentation Experience section is light on information; other sections are overloaded with information 	<ul style="list-style-type: none"> Includes all necessary sections and reflects professional guidelines Experiences, awards and activities are relevant to the job
Experience Description	<ul style="list-style-type: none"> Action verbs not used/tense incorrect Too few/too many bullets for each experience Personal pronouns are used 	<ul style="list-style-type: none"> Improvement needed for verb selection, verb tense and/or bullet chronology Descriptions are vague or too brief Action verbs need to be strong and varied 	<ul style="list-style-type: none"> Effective use of action verbs and correct tense Descriptions demonstrate specific detail of skills, accomplishments and responsibilities Information is quantified