RESUME RUBRIC

RESUME LEARNING OUTCOMES

- Students can produce a resume that describes their education, skills, experiences and measurable achievements with proper grammar, format and brevity.
- Students demonstrate an ability to target the resume to the presenting purpose.

	1 – Needs Improvement	3 – Average	5 – Effective	Comments
Objective (Optional)* Clarifies career interests to the reader	☐ Vague and not specific to job type or industry ☐ Does not include specific relevant skills/experiences ☐ Focuses on personal goals such as career progression or salary goals rather than contribution of skills to employer	☐ States a broad job goal (e.g. science) vs. specific career objective (e.g. microbial research) ☐ Includes skills that are very general (e.g. communication) or not directly related to the position	☐ Defines interest in a specific industry and/or job type ☐ May include geographic preference ☐ May include specific skills the candidate can contribute to the organization	
Education Highlights pertinent educational achievements	☐ Missing information such as location of institution or expected graduation date ☐ Fails to mention relevant courses or projects	☐ Provides most basic degree information, but does not elaborate on relevant courses, projects or honors ☐ Not well organized	☐ Includes institution, degree, completion date and major/minor ☐ Describes coursework and/or projects which relate to objective ☐ Includes GPA, if appropriate	
Experience Describes relevant experiences	☐ Is missing employer name, job title, location or dates ☐ Short, not detailed and does not describe activities with clarity ☐ Does not use numbers to depict scope of activities ☐ Uses narrative wrap-around format instead of bulleted descriptions ☐ Does not follow reverse chronological order ☐ Acronyms are not spelled out	☐ Description of work does not begin with action verbs ☐ Repeated use of the same action verb or use of weak verbs ☐ Not detailed enough to fully understand what was done - why, how or for whom ☐ Includes extraneous information which does not relate to the intended career field	☐ Includes the name of the employer, city, state, job title and dates ☐ Bulleted statements begin with a strong action verb ☐ Experiences are in reverse chronological order ☐ The most relevant action statements are listed first ☐ Defines and quantifies skills and accomplishments	
Presentation and Format** Visually appealing with proper use of grammar	☐ Layout does not allow white space ☐ Tabs or margins are not aligned on both left and right ☐ Fonts are too large or too small; too few or too many ☐ Name and headings do not stand out from the text ☐ Document is too long or fails to fill complete pages ☐ Contains punctuation or spelling errors	☐ Format is technically correct, but does not draw visual interest through use of bolding, italics, attractive font choice, indentation or line use ☐ Uses outdated font styles or fonts that are too large or too small ☐ Does not fill complete page or spills partially onto a second page	☐ The resume fills the page without appearing crowded ☐ Provides adequate white space ☐ Tabs and margins are consistent and aligned ☐ Fonts are coordinated and appropriate size ☐ Uses bold, capitalization and italics for stylized appearance and highlight name and headings ☐ Free of errors	
Purpose/Specificity Reflects research and understanding of field	☐ Description of activities is unrelated to stated objective and fails to illuminate relevant skills ☐ Does not include keywords related to resume's purpose ☐ Relevant skills or experiences are not positioned where they will be noticed (near top) ☐ Does not use category headings to label related experiences	☐ Includes extraneous information not related to the position which detracts from key messages ☐ Does not include keywords related to the position or industry ☐ Does not position the most important information where it is likely to be noticed (such as at the bottom)	☐ Related and relevant experiences are grouped and located near the top of the resume to gain notice ☐ Keywords that may be used to search for resumes in a database system are included and help brand the resume ☐ Category headings are targeted to the objective ☐ Skills statements are listed in priority order	

In 2013, the Benchmarking and Research Committee within the Minnesota College and University Career Services Association (MCUCSA) collected examples of resume rubrics from member schools and national colleagues in an effort to compile a best practices model for evaluating student resumes. MCUCSA is comprised of career professionals from ~30 colleges and universities across Minnesota and the nearby region. This one-page resume rubric is the outcome of their work.

*Objective (Optional): These "Objective" guidelines are suitable for resumes used at career fairs. Students are expected to know how to write a clear objective, even if an objective isn't always used. Resumes are reviewed according to a specific outcome being sought. Therefore, the NDSU Career Center typically wants to see a job title and organization name in the objective (i.e., Objective: Patient Access Specialist at Sanford Southpointe Clinic) so that they can provide effective feedback.

**Presentation and Format: The NDSU Career Center recommends a one-page maximum for undergraduate resumes, 10-12 point font in main body, and 0.5-1 inch margins.