

CDC Resume Rubric: a tool for resume self and peer critique

	Review Criteria	Improvement Needed	Acceptable	Strong Additional to "Acceptable"
Basics	Formatting & Overall Presentation	<ul style="list-style-type: none"> ○ Font style & size are difficult to read, too big/small, inconsistent ○ Margins too big/small ○ Too empty/crowded ○ Difficult to read ○ Includes images, photos ○ Use of bold/italics is confusing 	<ul style="list-style-type: none"> ○ Font style & size are consistent & easy to read ○ Margins are consistent ○ Spacing between sections & items is consistent ○ Appropriate page length* 	<ul style="list-style-type: none"> ○ Font: 11-12pt, black ink ○ Font style & size are consistent & appealing ○ Margins: .75-1" & consistent ○ Left aligned body & headings ○ Fills page without overcrowding ○ Easy to read
	Contact Information	<ul style="list-style-type: none"> ○ Missing or incorrect ○ Inappropriate information: photo, age, race, etc. 	<ul style="list-style-type: none"> ○ Complete & correct ○ Name, address, phone, e-mail 	<ul style="list-style-type: none"> ○ Name: bold, 14-16pt font size ○ Professional email listed ○ Address complete & accurate ○ Phone number with professional voicemail ○ May include LinkedIn, personal site, career portfolio, GitHub, etc. ○ Centered
Sections	Objective	<ul style="list-style-type: none"> ○ Too vague or too specific ○ Inappropriate ○ Not company/role focused 	<ul style="list-style-type: none"> ○ Tailored for purpose ○ Concise 	<ul style="list-style-type: none"> ○ Tailored & demonstrated how you meet employer's needs
	Education	<ul style="list-style-type: none"> ○ Incorrect University name ○ Missing or incorrect degree/program name ○ No graduation Month, Year ○ Lists all institutions attended 	<ul style="list-style-type: none"> ○ University name, degree type, major field of study, month & year degree received/expected are complete & accurate ○ Additional information is accurate & consistently formatted: double-major, minor, courses, etc. 	<ul style="list-style-type: none"> ○ Uses official University name & abbreviation ○ Correct degree/program title ○ List GPA if 3.0 or higher & scale ○ Lists only institutions where a degree/certificate was earned or is being earned
	Experience, Projects, & Qualifications	<ul style="list-style-type: none"> ○ Does not include action verbs ○ Lacks detail: What, How, Results, etc. ○ Focuses on task rather than accomplishments 	<ul style="list-style-type: none"> ○ Utilizes action verbs* ○ Highlights achievements related to position ○ Uses bullet points ○ Uses field specific language 	<ul style="list-style-type: none"> ○ Uses variety of action verbs* ○ Highlights relevant achievements & provides concrete results
	Skills	<ul style="list-style-type: none"> ○ Includes non-technical ○ Disorganized 	<ul style="list-style-type: none"> ○ Includes only technical skills ○ Organized by category 	<ul style="list-style-type: none"> ○ Relevant to purpose
	Additional Sections	<ul style="list-style-type: none"> ○ Not relevant to reader 	<ul style="list-style-type: none"> ○ Relevant to purpose ○ Consistent formatting 	<ul style="list-style-type: none"> ○ Add value for reader
	Organization, Headings, Dates & Locations	<ul style="list-style-type: none"> ○ Not in reverse-chronological ○ Categories unclear/irrelevant ○ Inconsistent entry information 	<ul style="list-style-type: none"> ○ In reverse-chronological order within each category ○ Categories provide clear structure/direction ○ Consistent entry information 	<ul style="list-style-type: none"> ○ Category titles directly relevant to reader
Spelling, Grammar, Syntax	<ul style="list-style-type: none"> ○ Contains grammar/spelling errors ○ Uses slang, abbreviations, jargon, unclear acronyms 	<ul style="list-style-type: none"> ○ No grammar/spelling errors ○ No slang, jargon, unclear acronyms 	<ul style="list-style-type: none"> ○ Utilizes language used by employer to further demonstrate organization fit 	
Overall	Overall Content & Impression	<ul style="list-style-type: none"> ○ Does not effectively communicate experiences 	<ul style="list-style-type: none"> ○ Communicates past experiences as they relate to reader/purpose 	<ul style="list-style-type: none"> ○ Tailored to clearly communicate strengths & interests related to employer/purpose

*Additional information available on WPI Career Development Center tipsheet.

Updated October, 29th 2018