

NSU Career Services Resume Rubric

Resume Category	RiverHawk Ready!	Almost Ready	Needs Improvement
Format	<ul style="list-style-type: none"> <input type="checkbox"/> Resume fills the page but is not overcrowded <input type="checkbox"/> There are no grammar or spelling errors <input type="checkbox"/> It can be easily scanned 	<ul style="list-style-type: none"> <input type="checkbox"/> Resume almost fills the page, but has some uneven white space <input type="checkbox"/> There are spelling errors and grammatical mistakes <input type="checkbox"/> The font and spacing are not appealing and cannot be easily scanned 	<ul style="list-style-type: none"> <input type="checkbox"/> Resume is either one-half page or two to three pages long <input type="checkbox"/> The font is too big or may be hard to read <input type="checkbox"/> There is more white space than words on the page <input type="checkbox"/> There are multiple spelling and/or grammar errors
Contact Information	<ul style="list-style-type: none"> <input type="checkbox"/> Includes name, email and phone number. May include address <input type="checkbox"/> Name stands out on the resume <input type="checkbox"/> Email listed is professional <input type="checkbox"/> May include: LinkedIn URL. If so, URL provided is customized 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 1 of the following: name, email, or phone number <input type="checkbox"/> Name does not stand out on resume <input type="checkbox"/> Email listed is too casual <input type="checkbox"/> May include: LinkedIn URL. If so, URL provided is not customized 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 2 or more of the following: name, email, or phone number <input type="checkbox"/> Contains personal information not necessary for a U.S. resume <input type="checkbox"/> Email is unprofessional or inappropriate for the workplace <input type="checkbox"/> Includes the word "resume"
Education	<ul style="list-style-type: none"> <input type="checkbox"/> Includes full name of University <input type="checkbox"/> Location (City, State) <input type="checkbox"/> Official name of degree (i.e. Bachelor of Science) listed <input type="checkbox"/> Expected Graduation date (month/year) included <input type="checkbox"/> Correct major, minor, and/or concentration listed <input type="checkbox"/> May include: study abroad, relevant coursework, honors, scholarships, GPA <input type="checkbox"/> Contains only post-secondary degrees earned (unless Freshman) 	<ul style="list-style-type: none"> <input type="checkbox"/> Name of University not spelled out (i.e. NSU) <input type="checkbox"/> Degree is abbreviated (i.e., BS or BA) <input type="checkbox"/> Too many courses listed, if applicable <input type="checkbox"/> 1 of the following is not accurate: name of degree, concentration, minor, institution, location or date 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing name of University <input type="checkbox"/> No city or state listed <input type="checkbox"/> Incorrect title of degree <input type="checkbox"/> 2 or more of the following are not accurate: name of degree, concentration, minor, institution, location or date <input type="checkbox"/> Section is not included <input type="checkbox"/> Listing high school diploma past freshman year <input type="checkbox"/> Listing multiple colleges attended (where no degree was earned)

<p>Experience</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Presents relevant experiences first, including related employment, internships in field, student teaching, shadowing and/or service learning <input type="checkbox"/> Quantify and qualify your accomplishments – includes action, task and result. This is the “proof!” <input type="checkbox"/> Highlight transferable skills from other work experiences <input type="checkbox"/> Content listed in reverse chronological order <input type="checkbox"/> Includes the name and location of the employer/organization <input type="checkbox"/> Lists job title and starting/ending dates for each assignment <input type="checkbox"/> Use action verbs and specific examples to describe key accomplishments and contributions 	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant experience is listed but not ordered first on the resume <input type="checkbox"/> Accomplishment statements are missing 1 of the following: action, task or result <input type="checkbox"/> Skills listed from past experiences are not transferable <input type="checkbox"/> Some reverse chronological order is used but is inconsistent throughout resume <input type="checkbox"/> Missing 1 of the following: name of employer, location, job title or start/end dates <input type="checkbox"/> Use of some action verbs and specific examples to describe key accomplishments but inconsistent throughout 	<ul style="list-style-type: none"> <input type="checkbox"/> Resume does not highlight relevant experience tailored to the desired job position <input type="checkbox"/> Accomplishment statements are missing 2 of the following: action, task or result, or uses responsibility statements or “duties included” <input type="checkbox"/> No skills are listed for past experiences <input type="checkbox"/> Content is not listed in reverse chronological order <input type="checkbox"/> Missing 2 or more of the following: name of employer, location, job title, or start/end dates <input type="checkbox"/> Uses “I” statements
<p>Involvement</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Uses official name of organization (no abbreviations), position held, & dates of involvement <input type="checkbox"/> For leadership roles: uses bullet points to highlight accomplishments, skills and knowledge gained <input type="checkbox"/> May include: honors, awards in roles, highlighted transferable skills 	<ul style="list-style-type: none"> <input type="checkbox"/> 1 or more is missing: official name of organization (no abbreviations), position held, & dates of involvement <input type="checkbox"/> For leadership roles: bullet points used to highlight accomplishments, skills and knowledge gained are vague or unclear 	<ul style="list-style-type: none"> <input type="checkbox"/> 2 or more are missing: official name of organization (no abbreviations), position held, & dates of involvement <input type="checkbox"/> For leadership roles: bullet points highlighting accomplishments, skills and knowledge gained are missing
<p>Visual Appeal</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Font size is consistent, professional and readable <input type="checkbox"/> Resume design is consistent with professional practice <input type="checkbox"/> Key points and skills are highlighted by the use of bold, <i>italics</i>, <u>underlining</u>, or bullet points <input type="checkbox"/> Name is larger than other content and centered on page <input type="checkbox"/> .5-1 inch margins <input type="checkbox"/> Consistency throughout resume including alignment, bolding, italics, how dates are listed, etc. <input type="checkbox"/> Category headings separate content 	<ul style="list-style-type: none"> <input type="checkbox"/> Font size is inappropriate <input type="checkbox"/> Resume appears to be in template format <input type="checkbox"/> Key points and skills are not highlighted by the use of bold, <i>italics</i>, <u>underlining</u>, or bullet points <input type="checkbox"/> Name does not stand out <input type="checkbox"/> Margins are acceptable but resume contains some extra “white space” or overcrowding 	<ul style="list-style-type: none"> <input type="checkbox"/> Fonts are distracting or they are not easy to read, may be too large or too small <input type="checkbox"/> Inconsistent use of special characters or styles included <input type="checkbox"/> Key points and skills are not identifiable and information is hard to find <input type="checkbox"/> Name is difficult to find and does not stand out <input type="checkbox"/> Uses unnecessary “white space” or overcrowding

	<input type="checkbox"/> If two pages, contains relevant information with first initial and last name (e.g. J. Student, p.2) in top right corner	<input type="checkbox"/> Some inconsistency with alignment, bolding, italics, or how dates are listed <input type="checkbox"/> Some category headings are used to separate content <input type="checkbox"/> If two pages, missing 1 of the following: relevant information with first initial and last name (e.g. J. Student, p.2) in top right corner <input type="checkbox"/>	<input type="checkbox"/> Inconsistent use of alignment, bolding, italics and how dates are listed <input type="checkbox"/> No category headings used to separate content <input type="checkbox"/> If two pages, missing the following: relevant information with first initial and last name (e.g. J. Student, p.2) in top right corner
<p>Branding “YOU”: Unique Categories</p> <input type="checkbox"/> Profile/Summary Statement <input type="checkbox"/> Honors/Awards <input type="checkbox"/> Languages (<i>level of proficiency</i>) <input type="checkbox"/> Research/Course Projects <input type="checkbox"/> Computer/Programming (<i>list languages, software</i>) <input type="checkbox"/> Military Service (<i>rank and assignment</i>) <input type="checkbox"/> Conferences Attended <input type="checkbox"/> Certifications & Licenses <input type="checkbox"/> Industry Skills	<input type="checkbox"/> Unique categories make student stand out as uniquely qualified candidate <input type="checkbox"/> Unique categories align with purpose & intent of resume	<input type="checkbox"/> Unique categories may not fully support purpose & intent of resume	<input type="checkbox"/> Unique categories are vague, irrelevant, or missing given intent of resume

Creating a well-written resume is an ongoing process and involves customizing the resume to each position for which you are applying. NSU Career Services recommends having your resume reviewed several times. This resume rubric was designed for applications in the U.S. Please consult our office if you are applying to positions in a different country.