

RESUME – RUBERIC

Your resume is rated on the points shown below, scoring from a low of 1 to a high of 3 in each of the categories listed. Comments for improvements are included, where appropriate.

ITEM	SCORE			How it could be improved
	1	2	3	
LAYOUT Does the resume look professional, well typed, with margins at least .75"? Do key points stand out?				
Is there space between sections?				
OBJECTIVE Is your objective clearly stated and targeted towards a specific position or field?				
EDUCATION Is your education section clear & professional?				
Are academic awards included, if relevant?				
Is relevant coursework included?				
Is high school omitted (unless relevant)?				
ACCOMPLISHMENTS Are your accomplishments and problem-solving skills emphasized?				
Have you led with a variety of action verbs (omitting <i>I or my</i> , and <i>"duties included"</i>)?				
CONTENT Are the headings and categories descriptive and interesting? Are the dates formatted appropriately?				
Are your sentences concise?				
Are references on a separate page to be submitted when requested?				
SPECIFICITY Does your resume avoid generalities and focus on specific information about experience, projects, products, etc.?				
FONT & STYLE Is the font at least 11 pts.? Either Times or Arial?				
Did you avoid using italics or underlining (not easily read by optical scanners)?				
Did you emphasize the appropriate headings with bold, all caps, or larger font?				
SKILLS Have you included a section with both computer skills (specific software) & work qualities (ex., organized, proficient in Spanish, excellent writing skills, etc.?) – tailored to job to which you are applying?				
COMPLETENESS Is all important information included? (jobs in hi school, community service, awards, significant sports, arts, etc. background?)				
LENGTH If you <i>absolutely</i> need 2 pages, is less important experience on 2nd page? Is your name at top of 2nd page?				
OVERALL APPEARANCE Would the resume accomplish its purpose of getting the employer to invite you for an interview?				