

Résumé Rubric

Writing a strong, effective résumé is one of the most demanding parts of preparing for a search. Background research and numerous drafts are required to develop a great document; don't underestimate the effort required for this task. To evaluate the strength of your résumé rate, each of the following 1-3 (3 is high).

Content

- _____ Your goal is made very clear through the descriptions you have chosen: you skillfully highlight specific related skills, experience, and traits by providing greater detail.*
- _____ You create an emphasis by focusing on 1-2 central skills, restating them 2-3 times with varied language.
- _____ Your key words are specific and related to your goal.
- _____ Your verbs are strong, active, and related to your goal.
- _____ You show your impact, including 3 or more strong accomplishments from past experience.*
- _____ Your section headings showcase your strengths while matching the job requirements.
- _____ *Content Subtotal multiplied by 2* (it is at least twice as important as the other factors)

Format

- _____ Your layout clearly conveys the relative importance of items and prominently features the most important items near the top and left.
- _____ Your verb tenses correctly match your dates.
- _____ Your visual highlights effectively indicate key ideas through the use of bold and bullets.
- _____ Your fonts are well-chosen, clear, and easy-to-read.
- _____ *Format Subtotal*

Mechanics

- _____ The length fills the page effectively and conforms to the length standard in the field.
- _____ Your proofreading avoids all errors; you use consistent punctuation and explain acronyms.*
- _____ Standard protocol is observed, avoiding unnecessary articles, pronouns, and unrelated skills.
- _____ Reverse chronological order is used effectively.
- _____ *Mechanics Subtotal*

- _____ *Overall Total:* add the (doubled) content subtotal to the format and mechanics subtotals.

How did you do?

- 51 - 60 You've done a great job on your résumé. You have described related transferable skills, experience, and accomplishments in a clear, easy-to-read style. Continue to revise and build your résumé for each job you target.
 - 41 - 50 You have a good start on your résumé. You can improve it by gaining more related work experience, by tailoring it to your specific goal, and by reformatting it to add clarity.
 - 31 - 40 You have some good elements to your résumé, but it's not ready to share with potential employers yet. You would benefit from an appointment with the Career and Professional Development Center, OEL or BSP to find strategies to improve it.
 - 20 - 30 You have probably just gotten started in writing a résumé, and you may not appreciate the ways your existing background can be described to your advantage. You also may not be familiar with what employers are looking for on résumés. Come to the CPDC to get a jump start with yours; it will be worth your time!
- * Note: For you to have mastered the Strong Résumé competency, you need to have a score of 3 for each of the starred elements and a high score overall.