

## RESUME RUBRIC

	Needs Improvement	Work In Progress	Excellent
<b>Contact Information</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Missing information or lists inappropriate email.</li> <li><input type="checkbox"/> Information may be hard to read or confusing.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Missing a form of contact and/or name does not stand out of resume.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Information is easy to read and contains all necessary contact information.</li> </ul>
<b>Objective/Summary</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No objective or summary listed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Objective or the summary is very generic.</li> <li><input type="checkbox"/> Contains a few grammatical errors.</li> <li><input type="checkbox"/> Objective or summary does not include relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Objective or summary is specific to the position candidate is applying for.</li> <li><input type="checkbox"/> Objective or summary is well organized and includes relevant keywords.</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Section is missing a significant amount of information.</li> <li><input type="checkbox"/> Institution is listed without location.</li> <li><input type="checkbox"/> High School information included after completion of 1<sup>st</sup> year of college.</li> <li><input type="checkbox"/> Listing colleges where no degree was earned.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> University not spelled out.</li> <li><input type="checkbox"/> Degree is abbreviated (i.e. BS) or incorrect degree listed.</li> <li><input type="checkbox"/> Range of attendance included and/or estimated graduation date not included.</li> <li><input type="checkbox"/> Organization of information is confusing.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Section is organized, easy to read and includes the institution, location, graduation date and any relevant coursework.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not use action verbs.</li> <li><input type="checkbox"/> Information is not listed in reverse chronological order.</li> <li><input type="checkbox"/> Use of punctuations at the end of statements.</li> <li><input type="checkbox"/> No locations and dates of employment are listed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Descriptions are not detailed enough and do not directly relate to the position.</li> <li><input type="checkbox"/> Missing either name of company, location, job title, or start and end dates.</li> <li><input type="checkbox"/> Use of paragraphs to describe positions.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Section is organized with appropriate use of bullets and action verbs.</li> <li><input type="checkbox"/> Descriptions are clear and company information is listed.</li> <li><input type="checkbox"/> Correct use of action verbs.</li> </ul>
<b>Involvement (volunteer, student organizations, etc.)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 2 or more of the following is missing: official name of organization (no abbreviations), position held, or dates of involvement.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1 of the following is missing: official name of organization (no abbreviations), position held, or dates of involvement.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Uses official name of organization (no abbreviations).</li> <li><input type="checkbox"/> Uses bullet points to highlight accomplishments of leadership roles.</li> <li><input type="checkbox"/> Lists position held and dates of involvement.</li> </ul>
<b>Format</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use of distracting fonts and/or lines.</li> <li><input type="checkbox"/> Name does not stand out.</li> <li><input type="checkbox"/> No category headings used to separate content.</li> <li><input type="checkbox"/> Resume is overcrowded or too much white space.</li> <li><input type="checkbox"/> Too long or too short.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inconsistency in alignment or how dates are listed.</li> <li><input type="checkbox"/> Use of a template.</li> <li><input type="checkbox"/> Font and spacing is not appealing.</li> <li><input type="checkbox"/> Inconsistent font style, size, and spacing throughout resume</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Font and size is consistent and professional.</li> <li><input type="checkbox"/> The use of .5-1" margins.</li> <li><input type="checkbox"/> Consistency in alignment and how dates are listed.</li> <li><input type="checkbox"/> Uses reverse chronological order when listing items within categories.</li> <li><input type="checkbox"/> Length of resume is 1-2 pages and includes relevant information.</li> </ul>
<b>Grammar &amp; Spelling</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 2 or more of the following is done: Some abbreviations are inconsistent, Use of personal pronouns (I am...), punctuations are inconsistent, several spelling and/or grammatical errors.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1 of the following is done: Some abbreviations are inconsistent, Use of personal pronouns (I am...), punctuations are inconsistent, several spelling and/or grammatical errors.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Correct spelling, punctuation, grammar (verb tense, pronouns).</li> <li><input type="checkbox"/> Good use of abbreviations.</li> </ul>
<b>Other Sections/Categories (Honors/Awards, Languages, Research, Certifications, Licenses, etc.)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Does not appear to support the objective.</li> <li><input type="checkbox"/> Missing detailed information about leadership, computer or other transferable skills.</li> <li><input type="checkbox"/> Includes personal information or hobbies that are unrelated to intent of objective.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Roles are listed but duties and/or skills are not well defined.</li> <li><input type="checkbox"/> Category may not fully support intent of objective.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Information relates to the position.</li> <li><input type="checkbox"/> Computer skills are listed.</li> <li><input type="checkbox"/> Leadership, teamwork, etc. are apparent through the use of these sections.</li> </ul>

**Contact our office for walk-in hours to have your resume critiqued.**

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