

RESUME EVALUATION RUBRIC

	Not There Yet!	Better (Keep Going!)	Ready for Employers (in addition to everything in "Better")
Presentation & Layout	<ul style="list-style-type: none"> • Font style is unprofessional or text too small • Margins too big/small • Too empty/crowded • Includes images • Made from a stock template • Not in reverse chronological order • Dates or locations missing 	<ul style="list-style-type: none"> • Font style and size are consistent and easy to read • Margins are consistent • Spacing is consistent • Appropriate length • Reverse Chronological Order • Consistent 	<ul style="list-style-type: none"> • Font: No smaller than 11 pt., black ink • Margins: .75-1" • Left aligned body & headings • Fills page without overcrowding • Easy to read • Sections chosen to be relevant to target industry
Contact Information	<ul style="list-style-type: none"> • Missing or incorrect • Inappropriate information (in U.S. market): photo, age, race, etc. 	<ul style="list-style-type: none"> • Complete and correct • Name, phone, email, city, state and zip code 	<ul style="list-style-type: none"> • Name: bold, 14 pt. • Professional email listed • Address complete and accurate • Phone number listed • LinkedIn URL listed and customized • Links to portfolio or other relevant personal sites • Centered or left aligned
Profile/Summary	<ul style="list-style-type: none"> • Too vague or too specific • Inappropriate • Not company or role focused 	<ul style="list-style-type: none"> • Tailored for purpose • Concise 	<ul style="list-style-type: none"> • Tailored to demonstrate how your skills and goals match employer needs
Education	<ul style="list-style-type: none"> • Missing or incorrect information (school, degree, etc.) • No graduation month/year 	<ul style="list-style-type: none"> • University name, location, degree type, major(s), minor(s), graduation date/month; GPA if over 3.0 	<ul style="list-style-type: none"> • Lists selected courses (if appropriate) • Lists major GPA (if appropriate) • Lists Honors (if not making an additional section) • Lists Study Abroad (if completed)
Experience, Projects, & Qualifications	<ul style="list-style-type: none"> • Does not include action verbs • Lacks detail • Focuses on tasks not accomplishments 	<ul style="list-style-type: none"> • Uses action verbs • Highlights achievements • Uses bullet points • Uses industry-focused language 	<ul style="list-style-type: none"> • Quantifies accomplishments where possible • Bullets demonstrate skills by example • Includes relevant experiences (internship, service-learning, research, etc) that align with education and career goals.
Skills	<ul style="list-style-type: none"> • Skills not listed 	<ul style="list-style-type: none"> • Skills listed and organized by category 	<ul style="list-style-type: none"> • Skills featured are chosen/organized for their relationship to desired role/industry
Candidate-specific Sections	<ul style="list-style-type: none"> • Not relevant to reader/goals 	<ul style="list-style-type: none"> • Add value for reader 	<ul style="list-style-type: none"> • Optional sections arranged in order to feature added value (ex. feature research for science majors)
Spelling & Grammar	<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, acronyms 	<ul style="list-style-type: none"> • Utilizes language used by employers to further demonstrate organizational fit
OVERALL IMPRESSION	<ul style="list-style-type: none"> • Does not effectively communicate experiences 	<ul style="list-style-type: none"> • Communicates past experience, skills, accomplishments 	<ul style="list-style-type: none"> • Connects previous skills and accomplishments to target position

Quinn E. Piacke

Hamden, CT 06518

(203) 582-8200

quinn.piacke@quinnipiac.edu

www.linkedin.com/in/quinnpiacke

PROFILE

Sophomore criminal justice major with strong interpersonal skills and attention to detail seeking summer opportunity in a law firm. Previous experience in an office setting, proficient in Word, Excel, and customer service.

EDUCATION

Quinnipiac University, Hamden, CT

Bachelor of Arts, Criminal Justice, minor in Legal Studies

May 2026

GPA: 3.57; Dean's List

- Study Abroad, Rome, Italy, Summer 2023

RELATED EXPERIENCE

Jones Electrical Services, Inc., Hamden, CT

Office Assistant

June – August 2022

- Assisted up to 40 clients a day in person and by phone to place service requests
- Accurately tracked hundreds of order tickets each month, entered payment records, and updated client records in Excel database
- Re-organized payment record keeping, reducing unpaid invoices by 65% in three months

ADDITIONAL EXPERIENCE

Dunkin Donuts, Hamden, CT

Cashier

September 2022-present

- Collaborated with a staff of three to efficiently serve up to 300 customers per day in a fast-paced environment.
- Balanced the needs of counter service and drive-thru orders to reduce customer wait times by 20%
- Recognized by manager for ability to work well under pressure, earning Employee of the Month twice in six months

SKILLS

Computer: Microsoft Word, Excel, PowerPoint

Language: Conversational Spanish

VOLUNTEER

The Big Event, Quinnipiac University

April 2022, 2023

- Annual university-wide day of service, assisted with cleanup of local park

ACTIVITIES

Pre-Law Club, Member

September 2022-present

Mock Trial, Member

September 2023-present