# Wentworth
## Co-ops & Careers

## Resume Rubric

| CRITERIA | EXCELLENT (3) | AVERAGE (2) | UNACCEPTABLE (1) |
|---|---|---|---|
| **Style, Appearance, & Tone**<br><br>*Goal: To ensure your strengths are highlighted for your specific audience.*<br>***Comments:***<br><br><br>*Score:*    3    2    1 | • One page, not overcrowded<br>• ½ - 1 inch margins<br>• Font style & size is readable (10-12)<br>• Formatting is consistent<br>• Relevant info appears on the top ½ of the page<br>• Resume is targeted to internship, job or program | • Page appears crowded, but doesn't exceed one page<br>• Several formatting errors | • Exceeds one page<br>• Does not fill one page<br>• Margins are less than ½ inch or more than 1 inch<br>• Font style is unreadable<br>• Text size is not between 10 and 12 |
| **Grammar, Spelling, & Punctuation**<br><br>*Goal: To ensure your resume is polished.*<br>***Comments:***<br><br><br><br>*Score:*    3    2    1 | • Error-free spelling, punctuation, and spacing<br>• Grammar is appropriate (e.g. verb tense, pronouns) | • Contains 1-2 minor errors (punctuation or spacing)<br>• Has a pattern of a single error (e.g. some bullets have periods, some do not) | • Resume contains 3 or more individual errors<br>• Has a pattern of 2 or more of the same type of error |
| **Contact Information - Header**<br><br>*Goal: To ensure a reviewer can easily reach you.*<br>***Comments:***<br><br><br>*Score:*    3    2    1 | • Includes name, address, email, phone, and maybe LinkedIn or website showing work<br>• Name stands out on the resume<br>• Provides professional email | • Name does not stand out<br>• Email used is too casual | • Missing name, email, address, email, or phone number<br>• Email used is inappropriate or unprofessional |
| **Education Section**<br><br>*Goal: To convey academic qualifications and training.*<br>***Comments:***<br><br><br><br>*Score:*    3    2    1 | • Entries are in reverse chronological order<br>• Official major and minor titles are listed and graduation month/year are indicated<br>• Course work listed is relevant<br>• Each institution includes name, location, & dates<br>• GPA 3.0+ is listed<br>• Relevance of study abroad, research, & honors is revealed | • Degree is abbreviated – B.S. | • Entries are not in reverse chronological order<br>• Degree listed is something other than "Bachelor of Science"<br>• Missing declared major(s)<br>• Entry is missing details (name, location, dates)<br>• Irrelevant or outdated high school info is listed |
| **Experience Section(s)**<br><br>*Goal: To contextualize your skills & qualifications, showing relevance to the position desired. Relevant and Additional Experience*<br>***Comments:***<br><br><br>*Score:*    3    2    1 | • Entries are in reverse chronological order<br>• Organization name, position title, location, & dates are included<br>• Bullets begin with strong action verbs and are in correct verb tense<br>• Personal pronouns and extraneous words are omitted<br>• Bullets are concise, direct, & indicate one's impact/accomplishments<br>• Results are quantified | • Entries are in reverse chronological order<br>• Entries have a pattern of one type of error (e.g. locations are omitted)<br>• Action verbs are weak (use verbs like "worked" and "responsible for."<br>• Verb tense is incorrect for 1 entry<br>• Bullets are not concise or direct and do not indicate impact | • Entries are not in reverse chronological order<br>• Entries do not include organization name, dates, position title, or location<br>• Verb tense is incorrect<br>• Bullets are wordy, vague, or do not indicate one's impact<br>• Results are not quantified when appropriate<br>• Irrelevant or outdated information is listed |
| **Skills & Interests**<br><br>*Goal: To reveal relevant or interesting information.*<br>***Comments:***<br><br><br><br><br><br>*Score:*    3    2    1 | • Listings are relevant to the reader<br>• Skills are subcategorized | • Skills are in one list and not broken into subcategories | • No skills listed<br>• Skills misspelled |