



RESUME RUBRIC

Criteria	Effective/Excellent	Average	Needs Improvement	Comments
Contact Information <i>Allows employer to contact you easily</i>	<input type="checkbox"/> Includes name, email, phone <input type="checkbox"/> Name is the largest/most pronounced (Bold) <input type="checkbox"/> Email address is TWU email	<input type="checkbox"/> Includes name, email, phone <input type="checkbox"/> Name does not stand out <input type="checkbox"/> Email address is too casual	<input type="checkbox"/> Information missing <input type="checkbox"/> Email is unprofessional/inappropriate	
Summary (optional) <i>Conveys who you are as a candidate and what makes you unique</i>	<input type="checkbox"/> Highlights unique attributes or specific skills candidate can provide to employer <input type="checkbox"/> Provides supporting evidence of skills/experiences	<input type="checkbox"/> Includes skills that are very general or not related to position	<input type="checkbox"/> Vague and not specific to industry/position <input type="checkbox"/> Focuses on personal goals vs. what can contribute to employer	
Education <i>Convey academic qualifications and training</i>	<input type="checkbox"/> Includes institution (with city/state), full name of degree/major and graduation date <input type="checkbox"/> Includes GPA <input type="checkbox"/> Includes correct spelling of institution (Woman's) <input type="checkbox"/> Includes any honors/projects <input type="checkbox"/> Includes other institutions if appropriate	<input type="checkbox"/> Provides basic degree information <input type="checkbox"/> Does not provide complete information for institution <input type="checkbox"/> Includes a date range rather than just graduation date	<input type="checkbox"/> Misspells institution name <input type="checkbox"/> Does not spell out full degree name <input type="checkbox"/> Does not include "major in Nursing" <input type="checkbox"/> Missing information such as grad date or institution location	
Experience <i>Highlights skills & qualifications in concise manner showing relevance to nursing (customer service, supervising, etc.)</i>	<input type="checkbox"/> Includes the name of the employer, city, state, job title and dates <input type="checkbox"/> Statements begin with strong action verbs <input type="checkbox"/> Experiences are in reverse chronological order <input type="checkbox"/> Most relevant action statements are listed first <input type="checkbox"/> Highlights and quantifies skills and accomplishments <input type="checkbox"/> Acronyms are spelled out	<input type="checkbox"/> Statements do not start with action verbs <input type="checkbox"/> Repeated use of same action verb or use of weak verbs <input type="checkbox"/> Not detailed enough to fully understand what was done-why, how, & for whom <input type="checkbox"/> Includes extraneous information that does not relate to the career field	<input type="checkbox"/> Missing information-employer name, job title, location or dates <input type="checkbox"/> Short, not detailed and does not describe activities with clarity <input type="checkbox"/> Does not follow reverse chronological order <input type="checkbox"/> Acronyms are not spelled out	
Activities/Organizations / Volunteer <i>Highlights leadership and skills relevant to position</i>	<input type="checkbox"/> Includes the full name of organization (not acronyms), location, dates and description of involvement/accomplishments/activities <input type="checkbox"/> Leadership roles are clearly listed and described	<input type="checkbox"/> Includes pertinent information but no supporting details or information <input type="checkbox"/> Leadership roles are listed but not defined	<input type="checkbox"/> Section is missing key information such as positions held or dates of involvement	

<p>Format</p> <p><i>Ensures your document is easily read, appears polished</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fills 1 to 2 pages without overcrowding (2 pages is normal for nursing & readily accepted) <input type="checkbox"/> Most important/relevant information is located near the top to gain notice <input type="checkbox"/> Section headings are definitive and relevant <input type="checkbox"/> Order of information is consistent within each section <input type="checkbox"/> Appropriate margins and font size (no less than 11 pt.) <input type="checkbox"/> Consistency in formatting (use of bold, italics) <input type="checkbox"/> Industry keywords can be found in document <input type="checkbox"/> Most important information is highlighted effectively with use of bolding/italics, etc. <input type="checkbox"/> Provides adequate white space <input type="checkbox"/> Tabs and margins are consistent and aligned <input type="checkbox"/> Spacing is consistent 	<ul style="list-style-type: none"> <input type="checkbox"/> Page(s) appear crowded <input type="checkbox"/> Too little information on 2nd page- could fit onto 1 page or expand details for 2 pages <input type="checkbox"/> Order of information is consistent in each section <input type="checkbox"/> Does not position the most important information where it is likely to be noticed <input type="checkbox"/> Only uses a few keywords or does not use them effectively or in context <input type="checkbox"/> The most important elements could be better highlighted by formatting (use of bold, italics, etc.) <input type="checkbox"/> Formatting could be more consistent (use of bold, italics, etc.) <input type="checkbox"/> Technically correct but does not draw visual interest with use of bolding, italics, font choice <input type="checkbox"/> Tabs and margins need some adjustment (not symmetrical or consistent) 	<ul style="list-style-type: none"> <input type="checkbox"/> Document does not use space appropriately (too long or too short) <input type="checkbox"/> Inconsistency in order of information in one or more sections <input type="checkbox"/> Redundant- the same information is presented more than once <input type="checkbox"/> No industry keywords present <input type="checkbox"/> Includes irrelevant information <input type="checkbox"/> Description fails to highlight relevant skills <input type="checkbox"/> Margins/font size too big or too small <input type="checkbox"/> Inconsistency in formatting <input type="checkbox"/> Section titles don't reflect content <input type="checkbox"/> Does not demonstrate evidence of being targeted to specific field <input type="checkbox"/> Important information is difficult to find or not highlighted by formatting <input type="checkbox"/> Name and headings do not stand out from text 	
<p>Spelling, Punctuation, Mechanics</p> <p><i>Ensures resume is polished and error-free</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Resume has no spelling errors <input type="checkbox"/> Punctuation is consistent <input type="checkbox"/> State abbreviations/spelling are consistent <input type="checkbox"/> Grammar is appropriate and verb tense is correct 	<ul style="list-style-type: none"> <input type="checkbox"/> Resume contains 1 or 2 minor errors (spelling, punctuation, spacing, formatting) <input type="checkbox"/> Pattern of a single error (some bullets have periods, others don't) 	<ul style="list-style-type: none"> <input type="checkbox"/> Resume has 3 or more individual errors <input type="checkbox"/> Resume has pattern of 2 or more errors 	