

# Resume Review Rubric

Date of Review: \_\_\_\_\_



Jenkins MBA

Student Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_

For each skill, provide rating as follows: **(3) Acceptable (2) Needs Improvement (1) Incomplete**

Skill	(3) Acceptable	(2) Needs Improvement	(1) Incomplete	Score	Notes
<b>Presentation / Format</b>	Margins are correct (Top = 0.5", Bottom = 0.3", Left and Right = 0.5"); Font type and size consistent with template; all bullets correct size and indentation; all formatting consistent with template.	Some formatting improvements need to be made, but generally adheres to template guidelines.	Resume not in compliance with format.		
	Dates appear flush right and in month year format.		Resume not acceptable length.		
	Resume length 1 page (FT); 1 or 2 complete pages for WP depending on experience.				
<b>Header</b>	Name clearly stands out from other text and is Calibri 18pt Bold Initial Caps.	Name is correct format and presentation, but one piece of information on secondary line needs to be corrected (could be LI URL needs to be shortened to just be name).	Name is incorrect format, or contact information is not sufficient, or LI URL is not streamlined.		
	Name is in appropriate format (First Last, use () to offset nickname if applicable).				
	NCSU email (FT students) or Professional e-mail (WP) is provided.				
<b>Education</b>	Education section is properly located (before Experience for FT MBA or WP with little work experience).	Less than 3 pieces of content are missing / incorrect.	Three or more pieces of content are missing or incorrect.		
	Schools are listed appropriately, in reverse chronological order.				
	Dates are listed Month Year; Undergraduate GPA listed (if greater than 3.0) and to one decimal point (and specify scale if not 4.0).				
<b>Experience</b>	All appropriate information included in correct format (company name in <b>BOLD CAPS</b> ; location listed as city, state; title listed under company name in <i>italics</i> , etc.)	Formatting all correct, but bullets could more clearly describe tasks and responsibilities.	Formatting not correct.		
	Entries are in reverse chronological order, with no gaps in employment	Use of same verb more than once.	Bullets are not compelling statements of duties and/or not in PAR format.		
	For WP – brief company description (no longer than 2 lines)	Bullets not quite in PAR format.	Results are not clear / quantified.		
	Action statements demonstrate a variety of relevant and transferrable skills in PAR format with quantifiable accomplishments.	Some accomplishments / results quantified but not all.	It is difficult to discern transferrable skills.		
	Strong action verbs are used, and not repeated.				

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Skill	(3) Acceptable	(2) Needs Improvement	(1) Incomplete	Score	Notes
<b>Leadership Experience (optional section)</b>	Only leadership roles / involvement that were appointed, elected or awarded are included.		Incorrect use of this section.		
	Accomplishments listed demonstrate leadership, highlight impact, and are in PAR format.  Formatting is correct and compliant with template (including dates).	Small formatting corrections or minor improvements to bullets needed.	Section not formatted correctly.  Accomplishments listed are not impactful enough.		
<b>Additional Information</b>	Correct information listed here and appropriate format followed as per style guide.		Formatting not correct.		
	Used subtitles in <b>bold</b> with colon (:).	Small improvements needed to align skills or other categories with target job.	Skills listed not relevant to target job / appropriate for MBA.		
	Skills / certifications listed are appropriate for MBA and relevant to target job.	Slight formatting improvements needed.	Inappropriate personal interests listed.		
	Work eligibility listed if appropriate.				
<b>Spelling / Grammar</b>	No errors in spelling, grammar, verb tense.				
	Punctuation used correctly (no periods).	Some (<5) errors in spelling, grammar, verb tense to be cleaned up; improvements needed to punctuation, filler language and/or abbreviations; deletion of 1-2 orphans.	More than 5 errors in spelling, grammar, verb tense; punctuation incorrectly used; use of personal pronouns or articles or abbreviations; more than two orphans.		
	No personal pronouns or filler language / articles used.				
	Proper abbreviations used (M=millions, K=thousands); no use of hard-to-understand jargon or acronyms.				
<b>Strategic Content</b>	No orphans (one word lines).				
	Resume clearly targeted for a specific purpose / industry.	Descriptions could be improved to describe tasks, duties, and/or transferrable skills in a more detailed / compelling way.	Resume lacks focus.		
	Resume easy to read - bullets are not too dense, and they make sense and convey compelling attributes of the applicant.	Focus could be more on point.	Bullets are generic or not MBA-level and do not convey strengths of applicant.  Unprofessional or negative content is used.		
	Applicant sounds accomplished and resume piques interest of reader.				
<b>TOTAL SCORE</b>				<b>0</b>	

When you receive a score of 24, you are ready to submit your resume to your Jenkins MBA Career Coach. **Congratulations!**