Résumé Rubric Career Center
INDIANA STATE UNIVERSITY

Résumé Learning Outcomes

- Students can produce a résumé that describes their education, skills, experiences and measurable achievements with proper grammar, format, and brevity.
- Students demonstrate an ability to target the résumé to the prospective employers.

Student's Name: _____

	1-Needs Improvement	3-Average	5-Effective	Comments
Contact Information: The professional way to get a hold of you	☐ No contact information ☐ Use nicknames ☐ Use unprofessional email address ☐ Contact information is not consistently formatted	☐ No mailing address listed ☐ Name is same size font as the rest of the résumé ☐ No LinkedIn profile or personal website for portfolio as applicable listed ☐ Cell Phone does not have unprofessional voice mail or ring back tones	☐ Name is proportionally and appropriately large enough to stand out ☐ Contact information includes mailing address, contact phone number with professional voice mail, and no ring back tone, professional email (such as ISU email), and LinkedIn profile ☐ Format is clean, professional, and conforms to rest of résumé	
Objective (Optional):* Clarifies career interests to the reader	☐ Vague and not specific to job type or industry ☐ Does not include specific relevant skills/experiences ☐ Focuses on personal goals such as career progression or salary goals rather than contribution of skills to employer	☐ States a broad job goal (i.e. science) vs. specific career objective (i.e. microbial research) ☐ Includes skills that are very general (i.e. communication) or not directly related to the position	☐ Defines interest in a specific industry and/or job type ☐ May include geographic preference ☐ May include specific skills the candidate can contribute to the organization	
Education: Highlights pertinent educational achievements	☐ Missing information such as location of institution or expected graduation date	☐ Defines interest in a specific industry and/or job type ☐ May include geographic preference ☐ May include specific skills the candidate can contribute to the organization	☐ Includes institution, degree, completion date, and major/minor ☐ May include coursework and/or projects that relate directly to objective ☐ May include GPA, if above a 3.0	
Experience: Describes relevant achievements, accomplishments, and experiences	☐ Missing employer name, job title, location, or dates ☐ Short, not detailed, and does not describe activities with clarity ☐ Does not use numbers to quantify scope of activities ☐ Uses narrative wrap-around format instead of bulleted descriptions ☐ Does not follow reverse chronological order	☐ Description of work does not begin with action verbs ☐ Repeated use of the same action verb or use of weak verbs ☐ Not detailed enough to fully understand what was accomplished–why, how, impact, or for whom ☐ Includes extraneous information not related to the intended career field	☐ Includes the name of the employer, city, state, job title and month/year of employment ☐ Bulleted statements begin with a strong action verb ☐ Experiences are in reverse chronological order ☐ The most relevant action statements are listed first ☐ Defines and quantifies skills and accomplishments ☐ Consistent Use or Non-Use of Periods	
Presentation & Format:** Visually appealing with proper use of grammar	☐ Layout does not allow white space or too much white space ☐ Tabs or margins are not aligned on both left and right ☐ Fonts are too large or too small; too few or too many ☐ Document is too long or fails to fill complete pages ☐ Contains punctuation or spelling errors	☐ Format is technically correct, but does not draw visual interest through use of bolding, underline, attractive font choice, indentation, or line use ☐ Uses outdated font styles or fonts too large or too small ☐ Does not fill complete page or spills partially onto a second page	☐ The résumé fills the page without appearing crowded ☐ Provides adequate white space ☐ Tabs and margins are consistent and aligned ☐ Fonts are coordinated and appropriate size ☐ Uses bold, capitalization and underline for stylized appearance and highlight names and headings	
Purpose/Specificity: Reflects research and understanding of field	☐ Description of activities is unrelated to states objectives and fails to highlight relevant skills ☐ Does not include keywords related to résumé's purpose ☐ Relevant skills or experiences are not positioned where they will be noticed (near top) ☐ Does not use category heading to label related experiences	☐ Includes extraneous information unrelated to the position which detracts from key message ☐ Does not include keywords related to the position or industry ☐ Does not include the most relevant information where it is likely to be noticed (such as at the bottom)	☐ Related and relevant experiences are grouped and located near the top of the résumé to gain notice ☐ Strategic keywords that may be used to search for résumés in a database system are included and help brand the résumé ☐ Category subheadings are targeted to the objective ☐ Skills statements are listed in priority order (if applicable)	

*Objective (Optional): These objective guidelines are suitable for résumés used at career fairs. Students are expected to learn how to write a clear objective, even if an objective isn't always required. Résumés are reviewed according to a specific outcome being sought. The ISU Career Center encourages students to include a job title and organization name in the objective (i.e. Objective: Patient Access Specialist at Sanford Southpointe Clinic) so that they can provide effective feedback.

**Presentation and Format: The ISU Career Center recommends a one-page maximum for undergraduate résumés, 10-12 point font in main body, and 0.5-1 inch margins.

Career Center Staff Signature: _____ **Date:** _____