



CUYAMACA CAREER RESUME RUBRIC

EXCELLENT (JOB SEARCH READY)

GOOD (JOB SEARCH READY)

NEEDS IMPROVEMENT (NOT JOB SEARCH READY)

NEEDS SIGNIFICANT IMPROVEMENT (NOT JOB SEARCH READY)

FORMAT

This resume fills the page but is not overcrowded. There are no grammar or spelling errors. It can be easily scanned.

- Sections are ordered in a way that places the most relevant information first.

This resume almost fills the page, but has some uneven white space. There may be a single spelling or grammar error.

- Consistent styling and formatting conventions are used throughout the document.

The font and spacing of this resume are not appealing and cannot be easily scanned. There are spelling errors and grammatical mistakes.

This resume is either one-half page or two to three pages long.

- The font is too big or may be hard to read.
- There is more white space than words on the page.
- There are multiple spelling and/or grammar errors.
- Resume uses too many different fonts.

HEADER AND SALUTATION

Includes candidates' basic contact information and online professional profile (LinkedIn) or professional portfolio.

- Additionally, included contact information aligns with an industry standard.

Includes candidates basic contact information: Name, Email, Phone Number, City & State

- Name is prominent and easily identifiable.
- Contact info is listed within the first 1/4th of the document.

The header is distracting or makes the resume difficult to navigate.

- Contact info is included, but is indistinguishable from the body of the resume
- Contact info is out of date
- Irrelevant personal contact info is disclosed

There is no contact information provided in the header or contact information is very difficult to find.

PROFESSIONAL SUMMARY/ SUMMARY OF QUALIFICATIONS

Sentences of statement are clear and highlights how candidates skills & strengths add value to organization.

- Statement or summary is **tailored** to a specific job posting or open position
- Information about candidate's skillset and strengths are specific, quantifiable, or highly illustrative of individual's abilities
- Statement, almost immediately, paints a clear picture of how candidate is qualified for role

3-5 sentences or bullet points in length. Sentences are clear and highlight strengths of applicant:

- Statement or summary gives a clear idea of the applicant's skillset.
- Statement or summary is easily readable and flows well.
- Statement appears within the first 1/4th of the document.

The statement or summary is either too long or too short. The piece as a whole lacks a coherent structure that makes it difficult to understand the applicant's abilities.

- Hard or soft skills are listed but are general or lack context
- Statement is wordy or includes unnecessary information.
- Statement or summary contains inconsistencies and creates questions about applicant's abilities & skills

Statement or summary does not exist or serve any function.

- The statement talks about personal interests or objectives.
- Statement or summary lists a different job posting or position.
- The statement is irrelevant or unrelated to the position being applied to.

EDUCATION SECTION

This section is organized, clear, and well-defined. It highlights the most pertinent information and includes: institution and its location, graduation date, major, degree, GPA, study abroad (as appropriate), and any relevant coursework.

This section is well organized and easy to read. It includes institution and its location, graduation date, major, and degree. GPA and "extra" information, such as study abroad and coursework are missing.

Information such as institution and its location, graduation date, and major are included, but degree and GPA are not listed. This section is not well-organized and there is no order to how information is formatted.

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EXPERIENCE SECTION

This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and formatted as bullets beginning with action verbs. (This section could be split into related and other experience.)

- Bullet points reflect or correspond with the specific criteria of a specific job posting GPA, study abroad (as appropriate), and any relevant coursework.

Places of work, location, titles, and dates are included for each position. Descriptions are formatted as bullets beginning with action verbs, but are not detailed enough to help the reader understand the experience. Information does not relate 100% to the intended career field.

Descriptions are not presented in bulleted lists that begin with action verbs. Instead, complete sentences in paragraph form are used to describe positions. Places of work are included for each position, but not locations, dates, and titles.

- Experiences are not written in the proper tense or do not correctly reflect status in a role.

There is no order to the descriptions of each position. Descriptions are not detailed and don't illustrate the experience. No locations and dates of employment are listed.

- There is no experience section.

