NAME:

OFFICE OF CAREER SERVICES

Resume Rubric

SOUTHEASTERN LOUISIANA UNIVERSITY

The goal of this rubric is to assist you in creating a document that effectively markets your skills to employers. **If any boxes are checked in the Needs Improvement column, you should update your resume using the 5 Steps to Build Your Resume and our Resume Samples before resubmitting your document. If boxes are checked in the green column, those items are Lion Ready!**

Resume Category	Lion Ready!	Almost Ready	Needs Improvement
Visual Appeal & Organization	☐ **Format is consistent & professional** ☐ Content listed in reverse chronological order ☐ Font style & size are consistent & readable ☐ .5-1 inch margins ☐ Category headings separate content ☐ Key points/skills highlighted by use of alignment, **bold**, *italics* ☐ Most relevant items for position listed on top half of resume	☐ **Format is professional, but lacks** Choose an item. ☐ Some reverse chronological order is used ☐ Resume appears to be in template format ☐ Resume contains unused white space or overcrowding ☐ Some category headings are used to separate content ☐ Minimal and inconsistent use of spacing, alignment, **bold**, *italics* ☐ Most relevant items throughout document ☐ More than 1 page when not necessary	☐ **Format is not effective** ☐ Content not listed in reverse chronological order ☐ Font style distracts reader ☐ Font too large or too small ☐ Margins much too wide or small ☐ No category headings used to separate content ☐ No use of alignment, **bold**, *italics* ☐ Relevant information missing
Grammar, Spelling, and Punctuation	☐ Correct spelling, punctuation, and grammar (i.e., verb tense, pronouns) ☐ Appropriate abbreviations	☐ Contains 1-2 minor spelling, grammar, and/or punctuation errors ☐ Inconsistent abbreviations ☐ Personal pronouns used	☐ Resume contains 3+ spelling, grammar, and/or punctuation errors ☐ Abbreviations incorrect
Header Note: street address no longer recommended on resume	☐ Includes name, email, and phone number ☐ Name stands out on resume ☐ Email listed is professional ☐ May include: customized LinkedIn URL	☐ Missing 1 of the following: name, email, or phone number ☐ Name does not stand out ☐ Email listed is too casual ☐ If included: LinkedIn URL not customized ☐ Contains unnecessary personal information	☐ Missing 2+ of the following: name, email, or phone number ☐ Email is unprofessional ☐ Includes word "Resume" or "Student"
Education	☐ Includes full name of university ☐ Location (City, State only) ☐ Official name of degree ☐ Graduation month/year ☐ Correct minor and/or concentration	☐ Name of university abbreviated (i.e., SLU) ☐ Degree abbreviated (i.e., B.S. or B.A) ☐ Too many courses listed, if added ☐ If courses are added, includes course numbers (only include full course titles)	☐ Missing/incorrect name of university ☐ Incorrect title/missing name of degree ☐ 2+ of the following are not accurate/missing: concentration, minor,

	☐ May include: study abroad, related coursework, and GPA (if 3.0 and above) ☐ Contains only post-secondary degrees (unless freshman)	☐ 1 of the following is not accurate or missing: concentration, minor, institution, location, or expected graduation month/year	location of institution, or graduation month/year ☐ Section not where it belongs on document ☐ Lists high school (unless freshmen)
Experience (May include: work experience, internships, student teaching, job shadowing, service learning/volunteer, and leadership positions within organizations)	☐Includes name & location of employer/organization, job title, and date range ☐Bullet point format beginning with strong action verb ☐ Use of strong accomplishment statements that include tasks and skills, and results (when applicable) ☐ Quantifies and/or qualifies results, when applicable ☐ Highlights core competencies/transferable skills	☐ Missing 1 of the following: name & location of employer, job title, or date range (month/year) ☐ Mix of paragraph form and bullet points ☐ Bullet points do not begin with strong action verb ☐ Use of the same action verbs and/or bullet point phrase repeatedly; diversify verbs ☐ Accomplishment statements focused on tasks/job duties only; incorporate more skills and achievements-examples here ☐ Uses "I" statements or pronouns ☐ Incorrect use of verb tenses	☐ Missing 2+ of the following: name and location of employer, job title, and/or date range (month/year) ☐ Use of paragraph form when describing experiences ☐ Includes responsibility statements such as "Duties include" or "Responsible for" ☐ Missing accomplishment statements ☐ No core competencies/transferable skills are listed for past experiences
"Lagniappe" Categories ☐ Objective Statement ☐ Skills Summary/Summary of Qualifications ☐ Honors/Awards ☐ Activities ☐ Skills (languages, technology, etc.) ☐ Presentations/Publications ☐ Course Projects ☐ Conferences ☐ Certifications/Licenses	☐ Lagniappe categories describe student/alumnus as a qualified candidate ☐ Categories align with purpose & intent of resume	☐ Lagniappe Categories may not fully support purpose & intent of resume	☐ Lagniappe categories are vague, irrelevant, or missing given intent of resume

Additional Comments/Notes: