|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exceptional** | **Adequate** | **Needs Improvement** |
| **Research** | * Resume is customized to job description
* Key words are utilized to demonstrate skills & qualifications
 | * Resume highlights qualifications and skills desired in specific industry or field
* Resume is not specifically tailored for the position
 | * Resume highlights generic skills and qualifications
* No evidence that applicant has read the job description or researched the industry
 |
| **Contact Information** | * Contact information is professional and easy to read
* Has all required contact information Including: **full name, email, phone number**
* Includes a professional networking profile link
* Name is a larger text size than contact information
 | * Contact information does not stand out from the body of the resume
* Includes required contact information but no additional professional networking information
* Email address is personal instead of professional
 | * Heading is missing one or more required pieces of contact information
* Email address is unprofessional or inappropriate
* Formatting is distracting to the reader
 |
| **Education** | * Easy to find and well laid out
* Includes all required information: institution location, degree, concentration, theme, minor, date of completion and GPA if over 3.0/4.0
* May include study abroad or honors/awards in an organized manner
 | * Some required information is missing
* Some information is hard to find quickly
* Abbreviations and/or institutional jargon is used (i.e. BSAD)
 | * Education section is incomplete and/or disorganized
* Name of institution and/or degree information is missing
* Graduation date is omitted
 |
| **Experience** | * Well organized
* Each experience includes: name or organization, location, title and dates of employment
* Descriptions intentionally reflect skills desired by employer
* Utilizes concise phrases to highlight experience
* Effectively utilizes S.T.A.R method to detail accomplishments and/or results
* Results are quantified
* All bullets begin with strong action verbs
* Bullets have been used to break up text
 | * Organization of information could use improvement
* Some organization information is missing
* Focus is on tasks completed rather than accomplishments or results
* Too much or too little information is included
* Descriptions do not reflect skills required by employer
* Results are not quantified
* Some outdated or irrelevant experience is included
* Most bullets begin with strong action verbs
* Bullets are used to break up text
 | * Experience section is disorganized and/or incomplete
* Little to no explanation of job duties/responsibilities is included
* majority of experience is irrelevant or outdated
* Bullets are not utilized to break up information
* Weak or vague verbs are used to begin most bullets
* Employer cannot easily understand experience
 |
| **Involvement** | * Section describes involvement experience in a way that is relevant to employers
* Includes organization name, position held, responsibilities and/or accomplishments, honors, and dates of involvement
* Information is presented in a concise manner
* Bullets are used to break up information
 | * Involvement section is disorganized or incomplete
* Description of involvement is not relevant to employers
* Describes what the organization is rather than contributions
 | * Involvement section contains very little information or is missing entirely
 |
| **Mechanics** | * Resume has no spelling or grammar errors
* Sentences are clear and articulate in describing experience
 | * Resume contains a few minor spelling or grammar errors
* Some sentences could provide a clearer description of experience
 | * There are many glaring spelling or grammar mistakes
* Sentences are unclear making the resume difficult to read
 |
| **Formatting** | * Resume is one page
* Resume fills the entire space with no large white spaces
* Font style and layout are consistent
* Important information stands out
* Resume can be easily scanned by an employer in less than a minute
 | * Resume has fills most but not all of the page
* Use of bold, italics, underling, is distracting rather than helpful
* Important information take some time to find
 | * Format is unappealing and/or inconsistent
* Font size and margins have obviously been manipulated to make content take up more or less space
* Important information cannot be found without thorough examination
* Graphics, pictures, or boarders distract from the information
 |
| **Skills & Interests (Optional)** | * Highlights transferrable, relevant to or required for positions applying
* Skills included are not overly common and serve as a differentiator
* Interests help to highlight something unique or interesting
 | * Most skills are relevant to or required for the position applying to
* Some skills are common but most serve as differentiator
* Interests are more generic but show some uniqueness
 | * Skills section is clearly used as a way to fill the page
* Skills are irrelevant to position or generic (i.e. proficient in Microsoft Office)
* Interests are non-specific and give no insight for the employer
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