|  |  |  |  |
| --- | --- | --- | --- |
|  | **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information is included * Descriptions do not reflect skills required by employer * Results are not quantified * Some outdated or irrelevant experience is included * Most bullets begin with strong action verbs * Bullets are used to break up text | * Experience section is disorganized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 |