Career Center

Resume Assessment Checklist

The purpose of the rubric is to help the student and alumni gauge if their resume is optimal. Students who fall into the outstanding category will be visibly more valuable to employers. In addition, it can serve as a roadmap within a student's college career so that they are identifying missing components that could make them a standout candidate.

Name: _____   Staff Member: _____

Grade	Outstanding	Good	Average
Structure	☐ 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, & underlining ☐ Most relevant items for position listed on top half of resume	☐ Format is professional, but lacks consistency ☐ Some reverse chronological order is used ☐ Resume appears to be in template format ☐ Margins are acceptable but resume contains unused white space or overcrowding ☐ Some category headings are used to separate content ☐ Minimal and inconsistent use of spacing, alignment, bold, italics, and underlining ☐ Most relevant items throughout document ☐ More than 1 page	☐ Format is not effective ☐ Content not listed in reverse chronological order ☐ Font style distracts reader ☐ Font too large or too small ☐ Template forces unused white space or overcrowding ☐ Margins too wide or small ☐ No category heading used to separate content ☐ No use of alignment, bold, italics, and/or underlining ☐ Relevant information difficult to find
Spelling & Grammar	☐ Correct spelling, punctuation, and grammar (i.e., verb tense, pronouns) ☐ Appropriate abbreviations	☐ Contains 1-2 minor spelling, grammar, and/or punctuation errors ☐ Inconsistent abbreviations	☐ Resume contains 3+ spelling, grammar, and/or punctuation errors ☐ Personal pronouns used ☐ Abbreviations incorrect
HEADER	☐ Includes name, email, and phone number. ☐ Name is eye catching ☐ 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 school related or casual ☐ If included: LinkedIn URL not customized	☐ Missing 2+ of the following: name, email, or phone number ☐ Contains personal info that is not needed on resume ☐ 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 listed, if applicable ☐ May include: study abroad, related coursework, and GPA (if 3.0 and above) ☐ Contains only post-secondary degrees (unless freshman)	☐ Name of university not spelled out (i.e., SLU) ☐ Degree is 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) ☐ 1 of the following is not accurate or missing: concentration, minor, institution, location, or expected graduation month/year	☐ Missing/ incorrect name of university ☐ Incorrect title/missing name of degree ☐ 2+ of the following are not accurate/missing: concentration, minor, location of institution, or graduation month/year ☐ Section not where it belongs on document ☐ Lists high school and/ or multiple colleges attended (if no degree was earned)

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Grade	Outstanding	Good	Average
EXPERIENCE	☐ Includes name & location of employer/organization, job title, and date range ☐ Bullet point format beginning with strong action verb ☐ Use of relevant accomplishment statements including tasks and skills, and results (when applicable) ☐ Quantifies and/or qualifies results, when applicable ☐ Highlights career 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 ☐ Accomplishment statements focused on tasks/job duties only (no skills/achievements) ☐ Skills listed are not applicable ☐ Bullet points not tailored to industry/position for which you are applying	☐ 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 career competencies/transferable skills are listed for past experiences ☐ Uses "I" statements ☐ Incorrect use of verb tenses
RELEVANT CATEGORIES	☐ Summary/Summary of Qualifications ☐ Soft/Hard Skills (languages, technology, etc.) ☐ Presentations/Publications ☐ Relevant Projects ☐ Honors/Awards (Except Deans/Presidents list) ☐ Activities ☐ Professional Development Courses ☐ Certifications/Licenses	☐ Categories do not fully align with purpose of resume	☐ Categories are not linked to the purpose of the resume