

Resume Rubric

from the National Association of Colleges and Employers (NACE)

	Resume should effectively land you an interview. GOOD JOB!	Resume could land you an interview (borderline case).	Resume is average, needs improvement to rise to the "top of the stack."	Resume needs significant improvement and would be discarded during screening
Format	This resume fills the page but also is not overcrowded. There are no grammar or spelling errors. This resume could be easily scanned.	This resume almost fills the page but has some uneven white space. There may be a single spelling or grammar error.	The font and spacing of this resume are appealing and easily scanned. There are more than one spelling or grammar errors.	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 errors.
Education Section	This section is organized, clear, and well defined. It highlights the most pertinent information. This section includes institution with its location, graduation date, major, degree, GPA, study abroad, and any relevant course work.	This section is organized and easy to read. This section includes: institution with its location, graduation date, major, and degree. GPA is missing from this section. Also, extra information such as study abroad and course work are not mentioned.	This section is not organized. Information such as institution, its location, graduation date, and major are included. Degree and GPA are not listed. There is no order to fully information is formatted in this section.	This section is missing the most crucial information. Institution is listed without a location. Graduation date is not listed. Major is listed but not degree. No GPA is stated in this section.