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 needs significant improvement and would be discarded during screening |
|---|---------------------|--|--|---|--|
| F | Format | page but also is no overcrowded. There are no grammar or | the page but has son uneven white space. There may be a single spelling oragnmar erro | nef this resume are appealing and easily scanned. There are more than one spel | g his resume is either nonte-half page or two to three pages long. The font is too big or may be ingred to read. There is more white space than words on the page. There are multiple spelling errors. |
| | ducation Section | This section is This section is organized section is not wells section is missing organized, clear, and and easy to read. This organized. Information most crucial well defined. It section includes: such as institution winformation. Institution is highlights the most institution with its its location, graduation date without a location. pertinent information cation, graduation date, and major are Graduation date is not This section includes major, and degree. GP Included. Degree and isted. Major is listed but institution with its is missing from this GPA are not listed. not degree. No GPA is location, graduation section. Also, extra There is no order to stated in this section. date, major, degree, information such as strong information is GPA, study abroad, abroad and course work information in this and any relevant are not mentioned. section. | | | |