

WRITING A RESUME

Crafting a well-written resume is an ongoing process and involves customizing the resume to each position. Use the resume rubric below to evaluate your resume. Remember, you can schedule an appointment with the Office of Career Services for a professional resume review!

Category	Redhawk Ready!	Almost Ready	Needs Improvement
Contact Information	<ul style="list-style-type: none"> <input type="checkbox"/> Includes name, email and phone number. May include address <input type="checkbox"/> Name is larger than other content <input type="checkbox"/> Professional email <input type="checkbox"/> May include: LinkedIn URL (customized) 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 1: name, email or phone number <input type="checkbox"/> Name is larger than content but does not stand out <input type="checkbox"/> Email listed is too casual <input type="checkbox"/> May include LinkedIn URL (but not customized) 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 2+: name, email or phone number <input type="checkbox"/> Contains personal information not necessary for a US resume <input type="checkbox"/> Email is unprofessional or inappropriate <input type="checkbox"/> Includes the word "Resume"
Education	<ul style="list-style-type: none"> <input type="checkbox"/> Includes full name of university <input type="checkbox"/> Location (city, state) <input type="checkbox"/> Official name of degree (i.e. Bachelor of Science) listed <input type="checkbox"/> Expected graduation date (month/year) <input type="checkbox"/> Correct major, minor and/or concentration <input type="checkbox"/> May include: study abroad, relevant coursework, honors, scholarships, GPA <input type="checkbox"/> Contains only post-secondary degrees earned (unless Freshman) 	<ul style="list-style-type: none"> <input type="checkbox"/> Name of university not spelled out (i.e. SEMO) <input type="checkbox"/> Degree abbreviated (i.e. BS or BA) <input type="checkbox"/> Too many courses listed, if applicable <input type="checkbox"/> 1 inaccurate: name of degree, concentration, minor, institution, location or date 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing name of university <input type="checkbox"/> No city or state listed <input type="checkbox"/> Incorrect degree <input type="checkbox"/> 2+ inaccurate: name of degree, concentration, minor, institution location or date <input type="checkbox"/> Section is not included <input type="checkbox"/> Listed high school (past Freshman year) <input type="checkbox"/> Listing multiple colleges attended (where no degree was earned)
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Presents relevant experiences first, including related employment, internships in field, student teaching, shadowing and/or service learning <input type="checkbox"/> Quantify and qualify accomplishments including the action, task and result (proof) <input type="checkbox"/> Highlight transferable skills from other work experiences <input type="checkbox"/> Includes name and location of employer/organization <input type="checkbox"/> List job titles and starting/ending dates <input type="checkbox"/> Use action verbs and specific examples to describe key accomplishments and contributions 	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant experience is listed, but not ordered first <input type="checkbox"/> Accomplishment statements missing 1 of the following: action, task or result <input type="checkbox"/> Skills listed from past experiences are not transferable <input type="checkbox"/> Missing 1: name of employer, location, job title or start/end dates <input type="checkbox"/> Use of some action verbs and specific examples to describe key accomplishments but inconsistent throughout 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not highlight relevant experience tailored to the desired job position <input type="checkbox"/> Accomplishment statements missing 2+: action, task or result of uses responsibility statements or "duties included" <input type="checkbox"/> No skills are listed for past experiences <input type="checkbox"/> Missing 2+: name of employer, location, job title or start/end dates

Adapted with permission from The University of Tampa, Office of Career Services

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Category	Redhawk Ready!	Almost Ready	Needs Improvement
Involvement	<ul style="list-style-type: none"> <input type="checkbox"/> Official name of organization, position held and dates of involvement <input type="checkbox"/> Use bullet points to highlight accomplishments, skills and knowledge gained <input type="checkbox"/> May include honors, awards in roles, highlight transferable skills 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 1: official name of organization (no abbreviations), position held and dates of involvement <input type="checkbox"/> Bullet points used to highlight accomplishments, skills and knowledge gained are vague or unclear 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 2+: official name of organization (no abbreviations), position held and dates of involvement <input type="checkbox"/> Missing leadership roles, accomplishments, skills and knowledge gained (if applicable)
Visual Appeal	<ul style="list-style-type: none"> <input type="checkbox"/> Font size consistent and professional <input type="checkbox"/> Font size is readable <input type="checkbox"/> Resume design consistent with professional practice (i.e, teaching, graphic design, accounting, etc.) <input type="checkbox"/> Key points and skills highlighted by use of bold, <i>italics</i>, <u>underlining</u> or bullet points <input type="checkbox"/> 0.5-1 in. margins <input type="checkbox"/> Balances white space throughout resume <input type="checkbox"/> Consistency throughout resume (alignment, bolding, <i>italics</i>, how dates are listed, etc.) <input type="checkbox"/> Category headings separate content <input type="checkbox"/> If 2 pages, contains relevant information and is at least a 1/2 page with student name 	<ul style="list-style-type: none"> <input type="checkbox"/> Font styles are acceptable <input type="checkbox"/> Font size is inappropriate <input type="checkbox"/> Resume appears to be in template format <input type="checkbox"/> Key points and skills not highlighted by the use of bold, <i>italics</i>, <u>underlining</u> or bullet points <input type="checkbox"/> Margins are acceptable but resume contains some extra “white space” or overcrowding <input type="checkbox"/> Some inconsistent alignment, bolding, <i>italics</i> or how dates are listed <input type="checkbox"/> If 2 pages, missing 1: relevant information, at least a 1/2 page or name 	<ul style="list-style-type: none"> <input type="checkbox"/> Fonts are distracting or not easy to read, may be too large or too small <input type="checkbox"/> Inconsistent use of special characters or styles included <input type="checkbox"/> Key points and skills not identifiable and information is hard to find <input type="checkbox"/> Uses extraneous “white space” or resume is overcrowded <input type="checkbox"/> Inconsistent alignment, bolding, <i>italics</i>, and how dates are listed <input type="checkbox"/> No category headings used to separate content <input type="checkbox"/> If 2 pages, missing 2+: relevant information, at least a 1/2 page or name
Organization	<ul style="list-style-type: none"> <input type="checkbox"/> Uses reverse chronological order when listing items within categories <input type="checkbox"/> Uses categories that showcases strengths while matching position requirement <input type="checkbox"/> Most relevant items for position are listed on top half of resume 	<ul style="list-style-type: none"> <input type="checkbox"/> Inconsistent listing of items in reverse chronological order within categories <input type="checkbox"/> Categories reflect contents, but may not showcase strengths while matching position requirements <input type="checkbox"/> Most relevant items for position are spread throughout the resume 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not list items in reverse chronological order within categories <input type="checkbox"/> Categories do not accurately reflect contents <input type="checkbox"/> Items are general in nature and do not appear to have been organized for a specific position/purpose
Grammar, Spelling and Punctuation	<ul style="list-style-type: none"> <input type="checkbox"/> Correct spelling, punctuation, and grammar (verb tense, pronouns) <input type="checkbox"/> Appropriate abbreviations 	<ul style="list-style-type: none"> <input type="checkbox"/> Contains 1-2 minor spelling, grammar, and/or punctuation errors <input type="checkbox"/> Inconsistent abbreviations 	<ul style="list-style-type: none"> <input type="checkbox"/> Contains 3+ spelling, grammar, and/or punctuation errors <input type="checkbox"/> Personal pronouns are used <input type="checkbox"/> Incorrect abbreviations
Unique Categories	<ul style="list-style-type: none"> <input type="checkbox"/> Unique categories makes student stand out as uniquely qualified candidate <input type="checkbox"/> Unique categories aligned with purpose and intent of resume <input type="checkbox"/> Level of proficiency stated for language/ computer skills 	<ul style="list-style-type: none"> <input type="checkbox"/> Unique categories may not fully support purpose and intent of resume <input type="checkbox"/> If included: level of proficiency inconsistent for language or computer skills 	<ul style="list-style-type: none"> <input type="checkbox"/> Unique categories are vague, irrelevant, or missing given intent of resume <input type="checkbox"/> If included: Level of proficiency not stated for language or computer skills