CIU | Columbia International University

Use this rubric in combination with the **Resume Handout** to determine the skill level of your resume. This can help you decide areas of strength in your resume and areas that need developed.

Directions: For each skill, start at "Incomplete" and work your way to the left. Once you find a statement that is fully accurate and can move no further to the left, circle the level for that section. Continue with all the skills. Make any changes necessary to get to "Professional" skill.

SKILL	PROFESSIONAL	PROFICIENT	DEVELOPING	INCOMPLETE	NOTES
30 Second Review	Resume is clearly targeted for a specific purpose/industry. Both content and format provide a strong, professional presentation. Easy to locate key details, encouraging a deeper read.	Resume seems targeted for a specific purpose/industry. Format helps to locate information. Content both provides keywords and highlights some evidence of where/how skills have been developed.	Resume purpose or target may be emerging, but is broad or may fit multiple industries. Format helps to locate information. Content includes some industry-related keywords	Resume does not seem targeted for a specific purpose/industry. Difficulties apparent in both content and format.	
Presentation/ Format	Margins are balanced with even tab margins and spacing between lines and sections. Uses capitalization, bold, or italics to highlight headings consistently and well. Appropriate font and point size. (between 10-12 size font) Resume length is appropriate. (Typically, 1 page or conforming to length standard in industry, or based on applicant's length of work experience.)	Margins and spacing between lines/sections is mostly consistent and well used. (1-2 errors only) Uses capitalization, bold, or italics to highlight headings mostly consistently and well. (1-2 errors) Appropriate font and point size (between 10-12 size font) Resume length could be improved.	Margins and spacing between lines/sections are not consistent or poorly used. Uses capitalization, bold, or italics to highlight headings inconsistently or poorly. Appropriate font, but too small for easy readability (under 10 size font). Resume length is not appropriate.	Margins and spacing between lines and sections are not consistent or poorly used. Does not use capitalization and bold to highlight headings. Font and point size distract from readability (outside of 10-12 size font). Resume length is not appropriate.	
Spelling/ Grammar	No errors in spelling, grammar, verb tense, personal pronouns, and/or punctuation.	1-2 errors in spelling, grammar, verb tense, personal pronouns, and/or punctuation.	3-4 errors in spelling, grammar, verb tense, personal pronouns, and/or punctuation.	5+ errors in spelling, grammar, verb tense, personal pronouns, and/or punctuation.	

Heading: - Name - Address - Phone - E-mail	All appropriate information is included. Name clearly stands out from other text. Professional e-mail is provided.	All appropriate information is included. Name does not stand out from other text. Professional e-mail is provided.	1 piece of header information is missing. Name does not stand out from the text. E-mail used is too casual.	2+ pieces of header information is missing. Name does not stand out from the text. E-mail used is unprofessional.	
Education: - University Name - Graduation Date - Degree - Major	All appropriate information included.	All appropriate information is included with 1-2 incorrect items. (ex: abbreviations)	1-2 pieces of information missing.	3+ pieces of content are missing.	
Described Experience (any work and/ or activities section with bullet points to describe tasks and accomplish-ments)	All appropriate information included (place of employment, title, dates, city, and state.) Entries are in reverse chronological order. Statements clearly describe tasks and duties of position. Action statements demonstrate a variety of transferrable skills. Accomplishments/results quantified where appropriate.	All appropriate information included with incorrect items. (ex: abbreviations) Entries are in reverse chronological order. Statements clearly describe tasks and duties of position. Action statements demonstrate some transferrable skills. Accomplishments/ results are not quantified where appropriate.	1-2 pieces of content missing. Entries are not in reverse chronological order. Statements could more clearly describe tasks and duties of position. Action statements do not demonstrate transferrable skills. Accomplishment/ results are not quantified where appropriate.	3+ pieces of content are missing. Entries are not in reverse chronological order. Statements do not describe tasks and duties of position. There are not action statements utilized and it is difficult to discern transferrable skills. Accomplishments/ results are not quantified where appropriate.	
Optional Sections (coursework, projects, honors, skills, etc.)	5+ relevant pieces of information is given to highlight transferrable skills.	3-4 relevant pieces of information given to highlight transferrable skills.	1-2 relevant pieces of information given to highlight transferrable skills.	No relevant information given to highlight transferrable skills.	
Positive Professional Language	Positive, engaging, and enthusiastic language throughout resume that helps demonstrate the writer's achievements. Action verbs are varied, and well-chosen to enhance the reader's understanding of the tasks, duties, transferrable skills, and accomplishments. No negative or unprofessional content is expressed.	Language is neutral throughout the resume. Action verbs are varied, yet the selection is conventional. Descriptions could be improved to describe tasks, duties, transferrable skills, and accomplishments in a more detailed way. No negative or unprofessional content is expressed.	Language is neutral throughout the resume. Action verbs are not varied. No negative or unprofessional content is expressed.	Negative language is used in the resume. Action verbs are not varied. Unprofessional content is expressed in the resume.	