

Resume Grading Rubric

Interviewee: _____

Interviewer: _____

Appearance			
	3	2	1
Does the applicants name stand out at the top?	Noticeable	Recognizable	Dull
Does the reference page have an appropriate amount of white space?	Content is centered and 50/50 text and white space.	Content is almost centered and almost 50/50 text and white space.	Content is not centered and little balance in text vs. white space.
Content			
An employer would view your resume as an impressive, easy-to-read, "snap shot" of your skills and is provided with reason to invite you to an interview.	Compelling	Ordinary	Boring
Objective or summary statement highlights why the employer should want to keep reading the resume?	Statement indirectly tells the employer something they get from hiring the candidate.	Statement is somewhat vague.	Statement only identifies they are looking for a job and/or a job with the company, but does not tell the company what they get.
Resume focuses on relevant skills, qualifications, and experiences for the position and the company.	Demonstrates relevant skills and transferrable skills; does not focus on information that is not relevant.	Combination of relevant and irrelevant information.	Focuses on past job duties rather than relevant skills, includes too much irrelevant information.
Are statements verified, when possible, by using examples and numbers?	Yes	Somewhat	No
The resume is tailored to the company and position; it is not a generic resume.	Key words, skills, and requirements from the job posting are identifiable in the resume.	Combination of tailored information and information that is not tailored to the needs.	Does not identify key words, skills, and requirements from the job posting.
Formatting, Grammar, and Spelling			
Are the most relevant and impressive sections listed at the top?	Yes	Most relevant sections are listed in the middle.	Most relevant sections are listed at the bottom.
Are the dates in reverse chronological order?	Yes	Some sections are	No
Bulleted lists were used to describe short phrases instead of lengthy paragraphs.	Yes	Somewhat	No
All descriptive statements begin with an action word and use the proper tense.	Use action words and proper tense.	Use action words or have proper tense.	Does not consistently use action words and proper tense.
The resume is free of grammatical and spelling errors. It has consistent use of verb tenses, heading use, and content.	Demonstrates literacy and professionalism	Error Free	Contains mistakes
Total Score			

COMMENTS: