|  |  |  |  |
| --- | --- | --- | --- |
| **RESUME CATEGORY** | **BOBCAT READY!** | **ALMOST READY** | **IMPROVEMENTS NEEDED** |
| **CONTACT INFORMATION** | * Includes name, email & phone #. May include address * Name stands out on resume * Email listed is professional * May include: LinkedIn URL. If so, URL provided is customized | * Missing 1 of the following: name, email or phone #. * Name does not stand out * Email listed is too casual / social * May included LinkedIn URL. If so, URL provided is not customized | * Missing 2 or more of the following: name, email or phone # * Contains personal information not necessary for a U.S. resume * Email is unprofessional or inappropriate for workplace * Includes the word “Resume” |
| **EDUCATION** | * Includes full name of University * Location (city, state) * Official name of degree (i.e. Bachelor of Science) listed * Anticipated graduation date (month/year) is included * Correct Major, Minor is listed * May include: Relevant Coursework, Grade Point Average (GPA), Honors, Scholarships, Fellowships, Study Abroad * Contains only post-secondary degrees (unless Freshman & High School pertains to degree) | * Name of University not spelled out (i.e. UC Merced, UCM) * Degree is abbreviated (i.e. BS) * Too many courses listed, if applicable * 1 of the following is not accurate: major, minor, institution, location or graduation date | * Missing name of University * No city or state * Incorrect title of degree * 2 or more of the following are not accurate: name of degree, minor, institution location, or date * Section is not included * Listing high school diploma past the Freshman year * Listing multiple colleges attended (where no degree was earned) |

|  |  |  |
| --- | --- | --- |
| **NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **REVIEWED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**RESUME RUBRIC**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESUME CATEGORY** | **BOBCAT READY!** | **ALMOST READY** | **IMPROVEMENTS NEEDED** |
| **PROFESSIONAL EXPERIENCE** | * Presents most relevant experience first, including related employment, internships, engineering service learning * Quantifies and qualifies accomplishments, includes action, task and result * Highlights transferrable Career Readiness skills from experiences not related to major * Content listed in reverse chronological order * Includes name and location of the employing company or organization * Includes job title and start/end dates * Uses past tense action verbs, bullet points and contributions / accomplishments | * Relevant experience is listed but not ordered first on the resume * Accomplishment statements are missing 1 of the following: action, task or result * Skills listed from past experiences are not transferrable Career Readiness skills * Uses some reverse chronological order but is inconsistent throughout resume * Missing 1 of the following: employer name, location, job title or start / end dates * Uses some action verbs and specific examples to describe key accomplishments but is inconsistent throughout resume | * Resume does not highlight relevant experience first * Accomplishment statements are missing 2 of the following: action, task or result or starts with “Responsibilities included” * No transferrable Career Ready skills are listed for past experiences * Content is not listed in reverse chronological order * Missing 2 or more of the following: employer name, location, job title or start / end dates * Uses personal pronouns such as “I” and “We” |
| **RESEARCH EXPERIENCE** | * Class projects and Undergraduate research are included * Consistently includes project description, your involvement and outcomes * Section heading is appropriately named * Content includes pertinent information including role, Organization, department & dates research conducted | * Limited Class projects and Undergraduate research are included * Sometimes includes project description, your involvement and outcomes * Section heading is not appropriately named * Sometimes includes organization, department & dates research conducted | * Class projects and undergraduate research is not included * Project descriptions, involvement and outcomes are missing * Section heading is not included * Does not include pertinent information including organization, department & dates research conducted |
| **CERTIFICTIONS AND SKILLS** | * Includes technical and language skills * Lists proficiency levels of each skill as appropriate * Includes Certification and Licenses earned with license # and dates earned / valid | * Does not delineate between technical and language skills in content section * Does not adequately describe proficiency levels skills * Missing 1 of the following: Certification/License name, license # if appropriate, dates earned / valid | * Does not include proficiency level where appropriate * Does not include pertinent information including correct Certification / License name, license # * Includes expired licenses/ certifications |
| **LEADERSHIP EXPERIENCE** | * Uses official name of organization (no abbreviations), position held & dates of involvement * For leadership roles, uses bullet points to highlight accomplishments and skills | * 1 or more is missing: official organization name (no abbreviations), position held & dates of involvement * For leadership roles, uses bullet points to highlight accomplishments and skills are vague or unclear | * 2 or more are missing: official name of organization (no abbreviations), position held & dates of involvement * For leadership roles, uses bullet points to highlight accomplishments and skills are missing |
| **HONORS AND AWARDS** | * **Includes scholarships, academic, research and service awards, and honor societies** relevant to position * Includes description of significance of each award | * Some scholarships, academic research and service awards and honor societies are not relevant to position * Significance of some accomplishments is missing | * None of the items are relevant to position * Does not describe significance of any of the accomplishments |
| **FORMAT AND ORGANIZATION** | * Font style/ size is consistent * Name is larger than content * Margins are between .5-1 inch * Consistency throughout resume including alignment, bolding, italics, date format * Category headings separate content * Correct spelling, punctuation, grammar, tense) * Appropriate abbreviations used | * Font styles/size are acceptable * Name does not stand out * Margins are acceptable but resume contains some extra “white space” or overcrowding * Some inconsistent alignment, bolding, italics, dates * Somme category headings are used to separate content * Resume contains 1-2 spelling, grammar, punctuation errors * Some abbreviations inconsistent | * Fonts are distracting, not easy to read, too large or too small * Name is difficult to find and does not stand out * Uses extraneous “white space” or is overcrowded * Inconsistent use of alignment, bolding, italics, dates * No category headings used to separate content * Resume contains 3+ spelling, grammar, punctuation errors * Abbreviations are incorrect |