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

**RESUME RUBRIC**

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| **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
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