



Resume Rubric

Student OCID/Name _____

Major _____

FORMAT & PRESENTATION	Approved	Not Approved	Comments
Looks visually pleasing to the eye			
Consistency and uniformity: Fonts, Spacing, Bullets, Periods			
Consistency and uniformity: Headlines, Dates, and Experiences			
Reverse Chronological Order (most recent first)			
Grammar (no spelling errors and no abbreviations)			
Tenses: Present tense for current, past tense for previous			
Reference list on separate page			
HEADING			
Professional Name (larger font size)			
Cell number (w/ area code) & Professional email			
PROFESSIONAL SUMMARY/QUALIFICATIONS (Optional)			
1-2 sentences or a few bullet points			
Describe what you can offer employer and reflect relevant achievements, skills, and experiences			
Results-oriented statement			
EDUCATION			
Type of Degree, Major, College Name, City and State			
Graduation Date (or Expected/Anticipated) (add GPA if above 3.0)			
Relevant coursework (optional)			
EXPERIENCE			
Name of Employer and City, State			
Position Title and Month Year-Month Year (or Present)			
Use 3-5 Bullets to describe responsibilities			
Uses the PAR method and action-oriented statements			
SKILLS (Optional)			
Relevant skills that are not repeated in resume			
ADDITIONAL SECTIONS (Optional)			

ADDITIONAL COMMENTS:

PAR Method¹

Problem (Situation): Identify a problem at work

Action: Discuss how you addressed the problem

Results: What was the outcome of that action

EXAMPLE: Created and implemented a new documentation system, resulting in a 75% decrease in documentation errors

Rubric adapted from Kalamazoo Valley Community College Career Services (p. 46 of Career Manual)

¹"How to Write an Achievement Oriented Resume." <https://resumegenius.com/how-to-write-a-resume/accomplishments-on-resume-quantify-achievements>