

Resume Rubric - Montana Tech Career Services

Criteria	Excellent	Good	Poor
Visual Appeal	<input type="checkbox"/> Fills one page without overcrowding.	<input type="checkbox"/> Has obvious unused white space or is too long.	<input type="checkbox"/> Has significant unused white space or is over two pages in length.
	<input type="checkbox"/> Page margins are balanced.	<input type="checkbox"/> Fonts are distracting, hard to read, or there are too many used.	<input type="checkbox"/> Margins are uneven and awkward.
	<input type="checkbox"/> Font size is readable, consistent, and professional.	<input type="checkbox"/> There are a few inconsistencies in the use of special characters, styles, etc.	<input type="checkbox"/> Inconsistent use of special characters or styles.
	<input type="checkbox"/> Consistent use of special character and styles, i.e. punctuation, bold, all CAPS, italics, underline, etc.	<input type="checkbox"/> Important information is difficult to find.	<input type="checkbox"/> More than four font styles are used and distracts the reader.
	<input type="checkbox"/> Resume can be easily skimmed by an employer in less than a minute.		<input type="checkbox"/> Unappealing and information cannot be found.
	<input type="checkbox"/> Designed with a personal style unique from other resumes.	<input type="checkbox"/> Incorporates elements that are similar to other resumes.	<input type="checkbox"/> Obvious the document is a TEMPLATE; looks like several other resumes in the applicant pool.
General Organization	<input type="checkbox"/> Uses reverse chronological order when listing items.	<input type="checkbox"/> Listing items in reverse chronological order is not consistent.	<input type="checkbox"/> Information is not listed, organized well, or is difficult to find.
	<input type="checkbox"/> Headings accurately reflect content of categories.	<input type="checkbox"/> Headings are acceptable, but may not accurately reflect contents.	<input type="checkbox"/> Headings do not accurately reflect contents.
	<input type="checkbox"/> Most important items are listed in the top half of the resume.	<input type="checkbox"/> Important items are spread throughout the resume.	<input type="checkbox"/> Important items are not found on the resume.
Spelling/Grammar	<input type="checkbox"/> Personal pronouns are not used.	<input type="checkbox"/> Contains minor grammar or spelling errors.	<input type="checkbox"/> Personal pronouns are used throughout.
	<input type="checkbox"/> There are no spelling errors and correct grammar is used.	<input type="checkbox"/> Abbreviations are used, but not necessary.	<input type="checkbox"/> Several grammar and spelling errors.
	<input type="checkbox"/> Active verbs are used to describe skills.	<input type="checkbox"/> Active and passive verbs are used.	<input type="checkbox"/> Passive verbs or complete sentences used.
Heading/Contact Information	<input type="checkbox"/> Contains full name, address, city, state, zip, phone number, and a professional email address.	<input type="checkbox"/> Header is missing some information.	<input type="checkbox"/> Header is missing crucial information.
	<input type="checkbox"/> Name stands out from other text, usually 1-2 pts larger.	<input type="checkbox"/> Name does not stand out or is too large.	<input type="checkbox"/> The word "Resume" is on the top, header doesn't cue reader the document is a resume.
	<input type="checkbox"/> Well laid out and easy to read.	<input type="checkbox"/> Email address is personal or too casual.	<input type="checkbox"/> Email is unprofessional or inappropriate.
Education	<input type="checkbox"/> Lists college education, with highest degree first.	<input type="checkbox"/> One of the following is not correct or missing from resume: name of the degree, major, institution, location, GPA and anticipated graduation date.	<input type="checkbox"/> Section only lists High School information or is missing crucial information.
	<input type="checkbox"/> Name of institution and location (City & State) is included and most recent is first.	<input type="checkbox"/> Institutions are not listed in reverse chronological order.	<input type="checkbox"/> Name of institution and location (City & State) is missing.

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	<input type="checkbox"/> Date degree is received or anticipated is listed. <input type="checkbox"/> GPA is listed, 3.0 or above. List regardless if the company screens on it. Make sure Cumulative GPA matches transcripts!	<input type="checkbox"/> Date of attendance is included. <input type="checkbox"/> GPA is not listed.	<input type="checkbox"/> No dates about college are present. <input type="checkbox"/> GPA is listed, but rounded or does not match transcripts.
Work Experience	<input type="checkbox"/> Includes past work experiences with at least three bulleted descriptions and outlines main duties.	<input type="checkbox"/> Includes past work experiences with little information about description or main duties.	<input type="checkbox"/> Does NOT include past work experiences or skills acquired.
	<input type="checkbox"/> Experience contains the following: position/title, organization, location, and dates worked.	<input type="checkbox"/> Experience is missing some of the following: position/title, organization, location, and dates worked.	<input type="checkbox"/> Uses category listing to communicate skill set.
	<input type="checkbox"/> Statements are concise but include <u>important/relevant information</u> . <input type="checkbox"/> Well organized with helpful details.	<input type="checkbox"/> Repeats verbs to describe duties or skills gained. <input type="checkbox"/> Too much or too little information included.	<input type="checkbox"/> Contains personal pronouns or complete <u>sentences</u> . <input type="checkbox"/> Disorganized or incomplete information.
Skills / Interests / Other Supporting Headings	<input type="checkbox"/> Includes additional items relevant to the job or to highlight interested and abilities not described <u>elsewhere</u> .	<input type="checkbox"/> Contains irrelevant or unimportant information, items or content.	<input type="checkbox"/> Contains no additional sections or content, or listed without detail.
	<input type="checkbox"/> May include: campus involvement, study abroad, academic honors and awards, volunteer opportunities, etc.	<input type="checkbox"/> Contains duplicated skills listed in other sections.	<input type="checkbox"/> Information has been abbreviated, when it should be clarified or spelled out.
Additional Items to Consider	When emailed, includes the author's last name and document title in the naming of the document. Objective, if included, concisely describes the goal of the resume. Be Specific! Summary, if included, includes highlights of the author's skills without duplication. No phrase, "References Available Upon Request." (Include references and contact information or have separate page ready). Meets the needs of the employer (not own self). When printed, uses quality paper. Avoids duplication in the resume. Include year in school if graduation date doesn't clearly indicate level of classes taken. Skills and content are relevant to position. Resume is tailored to reader/audience, conveying research has been done.		

Upload your resume to DIGGERecruiting for review by Career Services.

DIGGERecruiting Resume Status

Pending: Pending review by Career Services staff

Under Review: Career Services staff review in progress, an email will be sent for resume to be picked up in URC 109

Needs Revision: Career Services staff have suggested improvements needed before employers see your resume.

Active: Employers can view, but make any suggested changes by Career Services to your resume and re-upload!