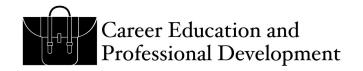
Resume Rubric

To be certified, a resume must achieve an 'Excellent' or no more than two 'Acceptable' in each category.



	Excellent Certified		Acceptable Certified if no more than two categories		Needs Revisions Not Certified		
Contact Information Section Goal: To ensure a reviewer can easily reach you							
	Includes full name and it is large and bold Includes street address (optional), one phone number and 1 *professional* email If included, URLs (for LinkedIn, e-portfolio, etc.) are customized All information is at the top of the page		Includes full name but may not be larger and/or bolded Includes street address (optional), 1 phone number and 1 *professional* email If included, URLs (for LinkedIn, e-portfolio, etc.) are customized All information is at top of the page		Nickname or incomplete name is used and name is not large or bold A phone number or email address is missing, or email is unprofessional If included, URLs (for LinkedIn, e- portfolio, etc.) are not customized Info is at top and bottom of page		
Education Section Goal: To convey your academic qualifications and training							
	Placement at the top of the resume Correct degree (as outlined by catalog), major & grad month & year are listed (i.e. Bachelor of Arts, Psychology, May 2018) Additional declared majors/minors/ concentrations are listed (if applicable) Siena College is listed first, followed by additional schools listed in reverse chronological order Each institution listed includes name, city, state and date degree earned If applicable, study abroad institution is listed (name, city, country & semester) If a GPA is listed, must be above 3.0 If GPA other than cumulative is listed, it is appropriately identified and above 3.0 (i.e. Major GPA) No outdated information is included		Placement at the top of the resume Correct degree (as outlined by catalog), major & grad month & year are listed (i.e. Bachelor of Arts, Psychology, May 2018) Additional declared majors/minors/ concentrations are listed (if applicable) Siena College is listed first, followed by additional schools listed in reverse chronological order Each institution listed includes name, city, state and date degree earned If applicable, study abroad institution is listed (name, city, country and semester) If a GPA is listed, must be above 3.0 If GPA other than cumulative is listed it is appropriately identified and above 3.0 No outdated information is included		Located on lower half of resume Incorrect or no degree, and/or no major is listed; date range is provided Additional declared majors/minors/ concentrations are not listed Siena is not listed first; additional schools not listed or listed out of reverse chronological order Missing pertinent information about each institution or a school where no degree was earned is listed Study abroad not listed in this section or missing pertinent info GPA lower than a 3.0 listed Additional GPAs not identified clearly or lower than a 3.0 Outdated information is included (i.e. high school if past sophomore status)		
Experience or Relevant Experience Section Goal: To highlight your skills and qualifications, and demonstrate relevance to desired position							
	Each entry includes: position title, organization, location (city, state or country sufficient) and dates All bullets begin with strong action verbs Unique action verbs for each bullet Content of the bullets is relevant to the position (i.e. transferable skills) and provides adequate detail Bullets indicate one's accomplishments or contributions with specificity Bullets are in order of importance as relevant to the position Bullets include quantifiable results when possible Each entry has 2-6 bullets		Each entry includes: position title, organization, location and dates Most bullets begin w/ strong verbs A verb is rarely repeated Content of the bullets is relevant to the position (i.e. transferable skills) and provides some detail Bullets indicate accomplishments or contributions but could be more specific Bullets are in order of importance as relevant to the position Bullets could include more quantifiable results No more than two entries have less than two or more than six bullets		Entries do not accurately include: position title, organization, location (city, state) and dates Bullets don't begin with action verbs (responsible for), or weak verbs Verbs are repeated frequently Content of the bullets is irrelevant to the position and is too vague or too wordy Bullets do not address one's accomplishments or contributions Bullets not listed in order of importance Bullets do not include quantifiable results and are vague Three or more entries have less than two or more than six bullets		
	No experiences listed are outdated		No more than one experience listed is outdated	Ш	Two or more experiences listed are outdated		

	Excellent Certified	Acceptable Certified if no more than two categories	Needs Revisions Not Certified					
Additional Section(s) *Optional May include but not limited to: Additional Experience/ Activities/ Service/ Research/ Skills/ Languages/ Honors/ Athletics Goal: To reveal additional relevant information that does not appear elsewhere on the resume								
	Section headers accurately reflect content At least 2 entries in a section to substantiate the heading Entries contain pertinent information (i.e. title, organization, location, dates, etc.) Uses same formatting as other sections Entries are relevant, concise and specific Information is NOT repeated elsewhere Levels of proficiency are included for languages	 □ Entries contain pertinent information (i.e. title, organization, location, dates, etc.) □ Formatting is slightly different □ Mostly relevant, concise and specific 	 □ Section headers do NOT adequately reflect content or only one section used □ No use of sections or too many □ Entries are missing pertinent info □ Formatting is grossly different □ Entries are irrelevant, wordy or vague □ Information is repeated □ Levels of proficiency are not included for languages 					
	Overall Appearance and Format Goal: To ensure your resume looks polished and easy to read.							
	Overall appearance is pleasing and no template was used Cleanly fills a single page or at least 3/4s of the page without overcrowding Layout is evennot cramped or too spread outand spacing is consistent Professional, readable font and size (10-12 pt) are used & margins are between 1/2-1" Entries in each section are in reverse chronological order All sections are consistently formatted (bold, italics, font, size, capitalization, punctuation) Resume is clearly labeled with Headings and sections are in order of importance Bullets are used and are 1-2 lines long No design elements used (i.e. graphics, colored fonts)	apparent template was used Fills a single page or at least ¾s of the page; may be crowded Layout is adequate and no more than two inconsistencies in spacing Professional, readable font & size (10-12 pt) are used & margins are between ½-1" No more than two entries are out of reverse chronological order No more than 2 formatting inconsistencies Resume is clearly labeled with Headings and sections are in order of importance Bullets are used and no more than two are longer than two lines No design elements used (i.e. graphics, colored fonts)	 Overall appearance is not pleasing or template was used Document exceeds one page, is overcrowded, or does not fill ¾s page Layout is cramped or too spread out and there are three or more inconsistencies in spacing Font is inappropriate, font sizes are not 10-12pt and margins are not 1/2-1" Reverse chronological order is not used Formatting is inconsistent Headings are not used No bullets are used or bullets are full sentences Design elements are used (i.e. graphics, colored fonts) 					
	Spelling, Grammar, and Punctuation Goal: To ensure your resume is polished and demonstrates attention to detail							
	No apparent spelling, grammar, capitalization or punctuation errors Verb tense is always appropriate to present or past experiences and is consistent	 Contains no more than one typo or has a pattern of a single error (i.e.: some bullets have periods, some do not No more than 2 verb tenses are incorrect 	 □ Resume contains two or more errors/ typos or resume has two or more patterns of error □ More than 2 verb tenses are incorrect 					

No personal pronouns are used

No personal pronouns (i.e. I, me, he, she,

them...) are used

Personal pronouns are used