

Resume Rubric

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



Career Education and Professional Development

Excellent Certified	Acceptable Certified if no more than two categories	Needs Revisions Not Certified
Contact Information Section		
<i>Goal: To ensure a reviewer can easily reach you</i>		
<ul style="list-style-type: none"> <input type="checkbox"/> Includes full name and it is large and bold <input type="checkbox"/> Includes street address (optional), one phone number and 1 *professional* email <input type="checkbox"/> If included, URLs (for LinkedIn, e-portfolio, etc.) are customized <input type="checkbox"/> All information is at the top of the page 	<ul style="list-style-type: none"> <input type="checkbox"/> Includes full name but may not be larger and/or bolded <input type="checkbox"/> Includes street address (optional), 1 phone number and 1 *professional* email <input type="checkbox"/> If included, URLs (for LinkedIn, e-portfolio, etc.) are customized <input type="checkbox"/> All information is at top of the page 	<ul style="list-style-type: none"> <input type="checkbox"/> Nickname or incomplete name is used and name is not large or bold <input type="checkbox"/> A phone number or email address is missing, or email is unprofessional <input type="checkbox"/> If included, URLs (for LinkedIn, e-portfolio, etc.) are not customized <input type="checkbox"/> Info is at top and bottom of page
Education Section		
<i>Goal: To convey your academic qualifications and training</i>		
<ul style="list-style-type: none"> <input type="checkbox"/> Placement at the top of the resume <input type="checkbox"/> Correct degree (as outlined by catalog), major & grad month & year are listed (i.e. Bachelor of Arts, Psychology, May 2018) <input type="checkbox"/> Additional declared majors/minors/ concentrations are listed (if applicable) <input type="checkbox"/> Siena College is listed first, followed by additional schools listed in reverse chronological order <input type="checkbox"/> Each institution listed includes name, city, state and date degree earned <input type="checkbox"/> If applicable, study abroad institution is listed (name, city, country & semester) <input type="checkbox"/> If a GPA is listed, must be above 3.0 <input type="checkbox"/> If GPA other than cumulative is listed, it is appropriately identified and above 3.0 (i.e. Major GPA) <input type="checkbox"/> No outdated information is included 	<ul style="list-style-type: none"> <input type="checkbox"/> Placement at the top of the resume <input type="checkbox"/> Correct degree (as outlined by catalog), major & grad month & year are listed (i.e. Bachelor of Arts, Psychology, May 2018) <input type="checkbox"/> Additional declared majors/minors/ concentrations are listed (if applicable) <input type="checkbox"/> Siena College is listed first, followed by additional schools listed in reverse chronological order <input type="checkbox"/> Each institution listed includes name, city, state and date degree earned <input type="checkbox"/> If applicable, study abroad institution is listed (name, city, country and semester) <input type="checkbox"/> If a GPA is listed, must be above 3.0 <input type="checkbox"/> If GPA other than cumulative is listed it is appropriately identified and above 3.0 <input type="checkbox"/> No outdated information is included 	<ul style="list-style-type: none"> <input type="checkbox"/> Located on lower half of resume <input type="checkbox"/> Incorrect or no degree, and/or no major is listed; date range is provided <input type="checkbox"/> Additional declared majors/minors/ concentrations are not listed <input type="checkbox"/> Siena is not listed first; additional schools not listed or listed out of reverse chronological order <input type="checkbox"/> Missing pertinent information about each institution or a school where no degree was earned is listed <input type="checkbox"/> Study abroad not listed in this section or missing pertinent info <input type="checkbox"/> GPA lower than a 3.0 listed <input type="checkbox"/> Additional GPAs not identified clearly or lower than a 3.0 <input type="checkbox"/> Outdated information is included (i.e. high school if past sophomore status)
Experience or Relevant Experience Section		
<i>Goal: To highlight your skills and qualifications, and demonstrate relevance to desired position</i>		
<ul style="list-style-type: none"> <input type="checkbox"/> Each entry includes: position title, organization, location (city, state or country sufficient) and dates <input type="checkbox"/> All bullets begin with strong action verbs <input type="checkbox"/> Unique action verbs for each bullet <input type="checkbox"/> Content of the bullets is relevant to the position (i.e. transferable skills) and provides adequate detail <input type="checkbox"/> Bullets indicate one's accomplishments or contributions with specificity <input type="checkbox"/> Bullets are in order of importance as relevant to the position <input type="checkbox"/> Bullets include quantifiable results when possible <input type="checkbox"/> Each entry has 2-6 bullets <input type="checkbox"/> No experiences listed are outdated 	<ul style="list-style-type: none"> <input type="checkbox"/> Each entry includes: position title, organization, location and dates <input type="checkbox"/> Most bullets begin w/ strong verbs <input type="checkbox"/> A verb is rarely repeated <input type="checkbox"/> Content of the bullets is relevant to the position (i.e. transferable skills) and provides some detail <input type="checkbox"/> Bullets indicate accomplishments or contributions but could be more specific <input type="checkbox"/> Bullets are in order of importance as relevant to the position <input type="checkbox"/> Bullets could include more quantifiable results <input type="checkbox"/> No more than two entries have less than two or more than six bullets <input type="checkbox"/> No more than one experience listed is outdated 	<ul style="list-style-type: none"> <input type="checkbox"/> Entries do not accurately include: position title, organization, location (city, state) and dates <input type="checkbox"/> Bullets don't begin with action verbs (responsible for), or weak verbs <input type="checkbox"/> Verbs are repeated frequently <input type="checkbox"/> Content of the bullets is irrelevant to the position and is too vague or too wordy <input type="checkbox"/> Bullets do not address one's accomplishments or contributions <input type="checkbox"/> Bullets not listed in order of importance <input type="checkbox"/> Bullets do not include quantifiable results and are vague <input type="checkbox"/> Three or more entries have less than two or more than six bullets <input type="checkbox"/> Two or more experiences listed are outdated

<p align="center">Excellent Certified</p>	<p align="center">Acceptable Certified if no more than two categories</p>	<p align="center">Needs Revisions Not Certified</p>
<p align="center">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</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Section headers accurately reflect content <input type="checkbox"/> At least 2 entries in a section to substantiate the heading <input type="checkbox"/> Entries contain pertinent information (i.e. title, organization, location, dates, etc.) <input type="checkbox"/> Uses same formatting as other sections <input type="checkbox"/> Entries are relevant, concise and specific <input type="checkbox"/> Information is NOT repeated elsewhere <input type="checkbox"/> Levels of proficiency are included for languages 	<ul style="list-style-type: none"> <input type="checkbox"/> Section headers sufficiently reflect content <input type="checkbox"/> No more than one section with less than two entries <input type="checkbox"/> Entries contain pertinent information (i.e. title, organization, location, dates, etc.) <input type="checkbox"/> Formatting is slightly different <input type="checkbox"/> Mostly relevant, concise and specific <input type="checkbox"/> Info is NOT repeated elsewhere <input type="checkbox"/> Levels of proficiency are not included for languages 	<ul style="list-style-type: none"> <input type="checkbox"/> Section headers do NOT adequately reflect content or only one section used <input type="checkbox"/> No use of sections or too many <input type="checkbox"/> Entries are missing pertinent info <input type="checkbox"/> Formatting is grossly different <input type="checkbox"/> Entries are irrelevant, wordy or vague <input type="checkbox"/> Information is repeated <input type="checkbox"/> Levels of proficiency are not included for languages
<p align="center">Overall Appearance and Format Goal: To ensure your resume looks polished and easy to read.</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Overall appearance is pleasing and no template was used <input type="checkbox"/> Cleanly fills a single page or at least ¾s of the page without overcrowding <input type="checkbox"/> Layout is even--not cramped or too spread out--and spacing is consistent <input type="checkbox"/> Professional, readable font and size (10-12 pt) are used & margins are between ½-1" <input type="checkbox"/> Entries in each section are in reverse chronological order <input type="checkbox"/> All sections are consistently formatted (bold, italics, font, size, capitalization, punctuation) <input type="checkbox"/> Resume is clearly labeled with Headings and sections are in order of importance <input type="checkbox"/> Bullets are used and are 1-2 lines long <input type="checkbox"/> No design elements used (i.e. graphics, colored fonts) 	<ul style="list-style-type: none"> <input type="checkbox"/> Overall appearance is pleasing and no apparent template was used <input type="checkbox"/> Fills a single page or at least ¾s of the page; may be crowded <input type="checkbox"/> Layout is adequate and no more than two inconsistencies in spacing <input type="checkbox"/> Professional, readable font & size (10-12 pt) are used & margins are between ½-1" <input type="checkbox"/> No more than two entries are out of reverse chronological order <input type="checkbox"/> No more than 2 formatting inconsistencies <input type="checkbox"/> Resume is clearly labeled with Headings and sections are in order of importance <input type="checkbox"/> Bullets are used and no more than two are longer than two lines <input type="checkbox"/> No design elements used (i.e. graphics, colored fonts) 	<ul style="list-style-type: none"> <input type="checkbox"/> Overall appearance is not pleasing or template was used <input type="checkbox"/> Document exceeds one page, is overcrowded, or does not fill ¾s page <input type="checkbox"/> Layout is cramped or too spread out and there are three or more inconsistencies in spacing <input type="checkbox"/> Font is inappropriate, font sizes are not 10-12pt and margins are not 1/2-1" <input type="checkbox"/> Reverse chronological order is not used <input type="checkbox"/> Formatting is inconsistent <input type="checkbox"/> Headings are not used <input type="checkbox"/> No bullets are used or bullets are full sentences <input type="checkbox"/> Design elements are used (i.e. graphics, colored fonts)
<p align="center">Spelling, Grammar, and Punctuation Goal: To ensure your resume is polished and demonstrates attention to detail</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> No apparent spelling, grammar, capitalization or punctuation errors <input type="checkbox"/> Verb tense is always appropriate to present or past experiences and is consistent <input type="checkbox"/> No personal pronouns (i.e. I, me, he, she, them...) are used 	<ul style="list-style-type: none"> <input type="checkbox"/> Contains no more than one typo or has a pattern of a single error (i.e.: some bullets have periods, some do not) <input type="checkbox"/> No more than 2 verb tenses are incorrect <input type="checkbox"/> No personal pronouns are used 	<ul style="list-style-type: none"> <input type="checkbox"/> Resume contains two or more errors/ typos or resume has two or more patterns of error <input type="checkbox"/> More than 2 verb tenses are incorrect <input type="checkbox"/> Personal pronouns are used