

# Resume Review Rubric

Date of Review: \_\_\_\_\_



Jenkins MBA

Student Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_

For each skill, provide rating as follows: (3) Acceptable (2) Needs Improvement (1) Incomplete

Skill	(3) Acceptable	(2) Needs Improvement	(1) Incomplete	Score	Notes
<b>Presentation / Format</b>	<p>Margins are correct (Top = 0.5", Bottom = 0.3", Left and Right = 0.5"); Font type and size consistent with template; all bullets correct size and indentation; all formatting consistent with template.</p> <p>Dates are in Year - Year format</p> <p>Resume length 1 or 2 complete pages depending on experience.</p>	<p>Some formatting improvements need to be made, but generally adheres to template guidelines.</p>	<p>Resume not in compliance with format.</p> <p>Resume not acceptable length.</p>		
<b>Header</b>	<p>Name clearly stands out from other text and is Calibri 18pt Bold Initial Caps.</p> <p>Name is in appropriate format (First Last, use () to offset nickname if applicable).</p> <p>NCSU email or Professional e-mail</p>	<p>Name is correct format and presentation, but one piece of information on secondary line needs to be corrected (could be LI URL needs to be shortened to just be name).</p>	<p>Name is incorrect format, or contact information is not sufficient, or LI URL is not streamlined.</p>		
<b>Summary of Qualifications</b>	<p>One-line branding statement which communicates your value. Additional keywords. Summary draws reader into details of your experience. 2 – 4 specific summary statements relevant for position</p>	<p>One element is missing or needs further development - Or - corrections are needed to formatting.</p>	<p>Multiple elements are missing or in need of development.</p>		
<b>Experience</b>	<p>All appropriate information included in correct format (company name in <b>BOLD CAPS</b>; location listed as city, state; title listed under company name in <i>italics</i>, etc.)</p> <p>Entries are in reverse chronological order, with no gaps in employment</p> <p>Brief company description or scope of responsibilities (no longer than 2 lines)</p> <p>Action statements demonstrate a variety of relevant and transferrable skills in PAR format with quantifiable accomplishments.</p> <p>Strong action verbs are used, and not repeated.</p>	<p>Formatting all correct, but bullets could more clearly describe tasks and responsibilities.</p> <p>Use of same verb more than once.</p> <p>Bullets not quite in PAR format.</p> <p>Some accomplishments / results quantified but not all.</p>	<p>Formatting not correct.</p> <p>Bullets are not compelling statements of duties and/or not in PAR format.</p> <p>Results are not clear / quantified.</p> <p>It is difficult to discern transferrable skills.</p>		

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Skill	(3) Acceptable	(2) Needs Improvement	(1) Incomplete	Score	Notes
<b>Education</b>	<p>Education section is properly located (before Experience if little work experience).</p> <p>Schools are listed appropriately, in reverse chronological order.</p> <p>Dates are listed Month Year</p>	<p>Less than 3 pieces of content are missing / incorrect.</p>	<p>Three or more pieces of content are missing or incorrect.</p>		
<b>Additional Information</b>	<p>Correct information listed here and appropriate format followed as per style guide.</p> <p>Used subtitles in <b>bold</b> with colon (:).</p> <p>Skills / certifications listed are appropriate for MBA and relevant to target job.</p> <p>Work eligibility listed if appropriate.</p>	<p>Small improvements needed to align skills or other categories with target job.</p> <p>Slight formatting improvements needed.</p>	<p>Formatting not correct.</p> <p>Skills listed not relevant to target job / appropriate for MBA.</p> <p>Inappropriate personal interests listed.</p>		
<b>Spelling / Grammar</b>	<p>No errors in spelling, grammar, verb tense.</p> <p>Punctuation used correctly (no periods).</p> <p>No personal pronouns or filler language / articles used.</p> <p>Proper abbreviations used (M=millions, K=thousands); no use of hard-to-understand jargon or acronyms.</p> <p>No orphans (one word lines).</p>	<p>Some (&lt;5) errors in spelling, grammar, verb tense to be cleaned up; improvements needed to punctuation, filler language and/or abbreviations; deletion of 1-2 orphans.</p>	<p>More than 5 errors in spelling, grammar, verb tense; punctuation incorrectly used; use of personal pronouns or articles or abbreviations; more than two orphans.</p>		
<b>Strategic Content</b>	<p>Resume clearly targeted for a specific purpose / industry.</p> <p>Resume easy to read - bullets are not too dense, and they make sense and convey compelling attributes of the applicant.</p> <p>Applicant sounds accomplished and resume piques interest of reader.</p>	<p>Descriptions could be improved to describe tasks, duties, and/or transferrable skills in a more detailed / compelling way.</p> <p>Focus could be more on point.</p>	<p>Resume lacks focus.</p> <p>Bullets are generic or not MBA-level and do not convey strengths of applicant.</p> <p>Unprofessional or negative content is used.</p>		
<b>TOTAL SCORE</b>				<b>0</b>	

Please meet with your career coach to assess your résumé and evaluation rubric after your first review.