

## UD Career Center Resume Rubric

Please view the referenced comments below for feedback on your resume.

	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
<b>A. Format/Visual Appeal</b>	1. Document exceeds page limit 2. Inconsistent use of font size, type, and spacing 3. Significant unused/unbalanced white space 4. Missing required section(s) 5. Personal pronouns are present 6. References are included 7. Document includes spelling errors 8. Objective or beginning statement is unnecessary	9. All required sections are included  10. Document does not exceed more than one page for undergraduates or two pages for graduate students/experienced professionals.	11. White space is balanced  12. Font size, font type, and spacing is consistent throughout document where necessary  13. Document doesn't exceed page limit and utilizes full document effectively
<b>B. Contact Information</b>	1. Contact information is missing or incomplete 2. Name does not stand out from the rest of the document or is too big 3. Email listed is not appropriate for professional use 4. Errors present (grammatical, not updated) 5. Visually unappealing 6. Includes inappropriate personal information (ex. age, photo, social security number)	7. Name included, but could be enhanced to stand out more 8. Professional email is included 9. Phone number is included	10. Name stands out clearly from the rest of the document 11. Professional email is included 12. Phone number is included 13. Customized professional website or LinkedIn link is listed
<b>C. Education</b>	1. Section is missing entirely 2. Missing important pieces of information (school, degree)	4. School name, location included  5. Degree and major title is listed, but degree title may be abbreviated	8. Section is organized well and in reverse chronological order.  9. Includes school, location, graduation date, major,

	3. Outdated High School information is included	6. Graduation date is included 7. Coursework included, but may not be relevant	degree, GPA (3.0 or higher), relevant coursework 10. Degree title is spelled out
<b>D. Experience</b>	1. Organization information is incomplete or missing 2. Few or no bullets start with action verbs 3. Positions are not listed in reverse chronological order 4. Section is missing entirely 5. Add more detail to thoroughly describe experience/accomplishments in action statements 6. Action words are not in the correct tense (past/present)	7. Organization, location, position title, and date range worked in Month Year format included for each experience 8. Action statements provide clear depiction of duties and responsibilities within each role 9. Action statements all begin with action verbs, though the action verbs can be stronger. 10. Some descriptions may be general and not specifically tailored to intended industry	11. Organization, location, position title, and date range worked in Month 12. Year format included for each experience 13. Positions are listed in reverse chronological order 14. Action statements provide clear depiction of duties & responsibilities within each role, tailored to intended industry and the impact of said action. 15. Bullets all begin with strong action verbs 16. Achievements are quantified 17. If applicable, experience section has been divided into relevant, more specific sections
<b>E. Activities</b>	1. Section, if present, is missing information	2. Organization, position, and date range participated in Month Year Format for each entry	3. Organization, position, and date range participated in Month Year Format for each entry 4. Leadership positions are included with descriptions
<b>F. Skills</b>	1. Section, if present, includes soft skills (ex. motivated, organized, people-person)	2. Skills listed are measurable and/or technical (i.e. software or other tools related to your career field)	3. Skills listed are measurable and/or technical 4. Skills listed have a rating of proficiency (ex. basic, intermediate, advanced) 5. Skills listed are relevant to the intended industry

### Resume Resources

**Resume Samples & Templates:** <https://www.udel.edu/students/career-center/students/resume/>

**Action Words:** <https://www.udel.edu/content/dam/udelImages/Career%20Services/Pdfs/actionverbs.pdf>

**VMock:** <https://www.vmock.com/udel>

If you have additional questions, please attend Resume Drop-ins (Monday - Friday, 10am-4pm) during fall and spring semesters or schedule an appointment [here](#) with a Career Counselor at the UD Career Center (401 Academy St.).