

Reviewer Key

Designated Assessment

Not Applicable

Needs Improvement

Résumé Rubric

For more information on the different formats of a résumé and the information included in each, visit www.jccmi.edu/internships

Step 1: Is the format of the résumé appropriate based on level of information included?

Format	<input type="checkbox"/> Functional Résumé	<input type="checkbox"/> Chronological Résumé	<input type="checkbox"/> Combination Résumé
	<p><i>Best suited for those that want to highlight relevant skills without related work experience</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes robust skills section <input type="checkbox"/> Skills supported by bullet statements <input type="checkbox"/> Includes a brief experience section ONLY listing Job title, employer, location, and date 	<p><i>Best suited for those that have experience in chosen field</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes robust experience section <input type="checkbox"/> Each experience is supported by skills-focused bullet statements 	<p><i>Best suited for those that have both relevant skills and related work experience</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes a brief skills section and a robust experience section <input type="checkbox"/> Each experience is supported by skills-focused bullet statements

Step 2: Is the résumé easy to read and conveys a great first impression?

	Exemplary	Accomplished	Developing
Appearance	<p>Organization <i>Goal: Clean, concise, and easy to read.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Fills the page <input type="checkbox"/> Font is consistent/legible <input type="checkbox"/> Consistent & strategic use of bold, <i>italics</i>, <u>underline</u>, & spacing <input type="checkbox"/> Margins are .5" – 1" & has consistent alignment <input type="checkbox"/> Attractive and professional 	<ul style="list-style-type: none"> <input type="checkbox"/> Overcrowds the page <input type="checkbox"/> Inconsistent but readable font <input type="checkbox"/> Inconsistent use of bold, <i>italics</i>, <u>underline</u>, & spacing <input type="checkbox"/> Margins too narrow/wide, but alignment is consistent <input type="checkbox"/> Appears professional 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not fill the page <input type="checkbox"/> Font inconsistent & unreadable <input type="checkbox"/> No use of bold, <i>italics</i>, or <u>underline</u> <input type="checkbox"/> Margins too narrow/wide, & alignment is inconsistent <input type="checkbox"/> Is not professional
	<p>Grammar & Spelling <i>Goal: An error free, polished, and professional résumé.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Well proofed, punctuation & capitalization are consistent <input type="checkbox"/> Verb tense is consistent and accurate <input type="checkbox"/> Free of personal pronouns (I, me, my, our, we, etc.) <input type="checkbox"/> Strong word choice and use of technical terms 	<ul style="list-style-type: none"> <input type="checkbox"/> 1-2 errors in spelling & consistency <input type="checkbox"/> Verb tense is inconsistent <input type="checkbox"/> Contains 1-2 personal pronouns <input type="checkbox"/> Strong word choice, lacking technical terms 	<ul style="list-style-type: none"> <input type="checkbox"/> Multiple spelling and consistency errors <input type="checkbox"/> Verb tense is inaccurate <input type="checkbox"/> Written in first person <input type="checkbox"/> Weak word choice used
	<p>Header <i>Goal: To give a positive and lasting first impression</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Name is professionally eye-catching in size and design <input type="checkbox"/> Includes contact info.(email, phone number, address (City, State)) & LinkedIn link or professional website <input type="checkbox"/> Email address is professional 	<ul style="list-style-type: none"> <input type="checkbox"/> Name is eye-catching but lacks professional design <input type="checkbox"/> Only includes basic contact information 	<ul style="list-style-type: none"> <input type="checkbox"/> Name does not stand out <input type="checkbox"/> Lacking one or more pieces of contact information <input type="checkbox"/> Email address is unprofessional

Have Questions? Contact the Employment Hub at JC-CCE@jccmi.edu

Step 3: Is the résumé organized by sections designed to highlight your level of skills and experience?

		Exemplary	Accomplished	Developing
Structure	Education <i>Goal: Convey relevant academic qualifications and training</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Includes name and location of institution, graduation date, full degree title, major and GPA (if over 3.0) <input type="checkbox"/> In reverse chronological order <input type="checkbox"/> Includes relevant coursework <input type="checkbox"/> Lists certifications w/ dates 	<ul style="list-style-type: none"> <input type="checkbox"/> Includes all necessary information, but names/titles are abbreviated <input type="checkbox"/> Relevant coursework included without description <input type="checkbox"/> Achieved certifications are listed but missing dates 	<ul style="list-style-type: none"> <input type="checkbox"/> Key information is missing <input type="checkbox"/> Education is not listed in reverse chronological order <input type="checkbox"/> No relevant coursework is included <input type="checkbox"/> Achieved certifications are missing
	Experience <i>Goal: Provide work history & experience gained</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Position, organization name/location, and dates of employment included <input type="checkbox"/> Listed in reverse chronological order <input type="checkbox"/> Uses bullet statements that are skills and result driven 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 1 key piece of employment information <input type="checkbox"/> Uses bullet statements that are task driven 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing 2 or more key pieces of employment information <input type="checkbox"/> Experiences are listed in chronological order <input type="checkbox"/> Information is written in paragraphs
	Skills <i>Goal: Highlight skills relevant to field.</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Skills are industry specific <input type="checkbox"/> Incorporates both hard and soft skills <input type="checkbox"/> Uses bullet statements that are skills and result driven 	<ul style="list-style-type: none"> <input type="checkbox"/> Skills are not industry specific, but transferable <input type="checkbox"/> Focuses on one type of skill <input type="checkbox"/> Uses bullet statements that are task driven 	<ul style="list-style-type: none"> <input type="checkbox"/> Skills are generic <input type="checkbox"/> Information is written in paragraphs
	Add-ons (e.g. Activities, Achievements, Honor) <i>Goal: display additional pertinent info.</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Sections are relevant, well-organized, and easy to understand <input type="checkbox"/> Uses bullet statements that are skills and result driven 	<ul style="list-style-type: none"> <input type="checkbox"/> Sections are relevant, but missing key information <input type="checkbox"/> Uses bullet statements that are task driven 	<ul style="list-style-type: none"> <input type="checkbox"/> Sections includes information that is weak, incomplete, and/or irrelevant <input type="checkbox"/> Information is written in paragraphs

Step 4: Does the résumé have impactful statements?

Impact	Is it powerfully worded?	Is it result driven?	Is it quantitative?	Is it well rounded?
	<ul style="list-style-type: none"> <input type="checkbox"/> Great use of action words that impact skills listed <input type="checkbox"/> Uses adverbs to show quality (i.e., independently) 	<ul style="list-style-type: none"> <input type="checkbox"/> Accomplishments and results are ALWAYS emphasized throughout 	<ul style="list-style-type: none"> <input type="checkbox"/> Often highlights quantifying results (\$, %, #) when appropriate <input type="checkbox"/> Level of proficiency is indicated for language/computer skills 	<ul style="list-style-type: none"> <input type="checkbox"/> Hard skills directly related to field of interest <input type="checkbox"/> Uses many of below desired skills throughout your résumé

Skills Most Sought After by Employers

Problem Solving Flexibility/Adaptability Communication	Leadership/Influence Decision Making Critical Thinking	Organization Planning Teamwork
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Writing Powerful Bullet Statements

(Action Word + Task or Thing receiving Action) + Result = Bullet Statement

Organized	membership event	that lead to a 23% increase in organizational memberships
Expedited	customer wait room times	allowing an additional 15 customers to be served per day
Created	marketing campaign flyers	used companywide for promotional materials.

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