

## RESUME RUBRIC

Criteria	Exemplary	Revisions Suggested	Needs Significant Work
<b>Contact Information</b>	<ul style="list-style-type: none"> <li>Name</li> <li>Phone (Cell/Home)</li> <li>Mailing address</li> <li>Email Address (professional, such as xyz@jagmail.southalabama.edu or ajones@emailcarrier.com)</li> <li>Personal Web Page URL or e- Portfolio link</li> <li>Completed and updated Handshake Profile</li> <li>Linkedin.com Public Profile hyperlink</li> </ul>	<ul style="list-style-type: none"> <li>Name</li> <li>Phone (Cell/Home)</li> <li>Mailing address</li> <li>Email Address (professional, such as xyz@jagmail.southalabama.edu or tsmith@email.com)</li> <li>Personal Web Page URL or e-Portfolio link</li> </ul>	<ul style="list-style-type: none"> <li>Name font is not in bold or font size is not differentiated from other text (font size is too large or small)</li> <li>Does not include adequate or current contact information</li> <li>Voicemail is not set-up or updated with a professional message and time to be reached</li> <li>Unprofessional Email Address</li> </ul>
<b>Career Objective</b> Typically use either the Career Objective or the Professional Summary Is more focused on the goals and needs of job seeker	<ul style="list-style-type: none"> <li>Provides the reader with an idea of what you would like to be doing/your focus area</li> <li>Provides the reader with information about your career goals/objectives as it relates to academic program and long-term career goals</li> <li>Does not use 1st person language (e.g., personal pronoun "I" )</li> <li>Uses keywords from the job posting and focuses on how you can be of value to the employer</li> </ul>	<ul style="list-style-type: none"> <li>Provides the reader with an idea of what you would like to be doing/your focus area</li> <li>Provides the reader with information about your career goals/objectives as it relates to academic program and long-term career goals</li> <li>Does not use 1st person language (e.g., personal pronoun "I" )</li> </ul>	<ul style="list-style-type: none"> <li>Is not tailored and does not provide specific and relevant information to the employer</li> </ul>
<b>Professional Summary</b> Typically use either the Career Objective or the Professional Summary Is more focused on an overview of work experience which fit the specific requirements for the job	<ul style="list-style-type: none"> <li>Provides specific skills (not opinions about oneself), knowledge or experience offered (e.g. supervisory experience, knowledge of educational technology)</li> <li>Is formatted as a brief paragraph or uses bulleted statements</li> </ul>	<ul style="list-style-type: none"> <li>Provides specific skills (not opinions about oneself), knowledge or experience offered (e.g. supervisory experience, knowledge of educational technology)</li> </ul>	<ul style="list-style-type: none"> <li>Includes opinion information that is not supported and does not offer information on your specific knowledge or experience</li> <li>Is not formatted well</li> </ul>
<b>Education</b> Typically should be after the Career Objective or Professional Summary section, unless you are an alumni or have extensive related experience	<ul style="list-style-type: none"> <li>Official name of your degree (e.g. Bachelor of Arts, Master of Science, B.S., BA). Refer to the University Bulletin under Degrees &amp; Programs</li> <li>Expected graduation date (month/year)</li> <li>Major, Minor, Concentration, Emphasis area</li> <li>Official name of University (University of South Alabama)</li> <li>Location of Institution (Mobile, AL or Mobile, Alabama)</li> <li>Lists educational experiences in reverse chronological order (most recent degree working on or achieved listed first)</li> <li>GPA (e.g., 3.2/4.0 (included because it supports your candidacy)</li> </ul>	<ul style="list-style-type: none"> <li>Official name of your degree (e.g. Bachelor of Arts, Master of Science, B.S., BA). Refer to the University Bulletin under Degrees &amp; Programs</li> <li>Expected graduation date (month/year)</li> <li>Major, Minor, Concentration, Emphasis area</li> <li>Official name of University (University of South Alabama)</li> <li>Location of Institution (Mobile, AL or Mobile, Alabama)</li> <li>Lists educational experiences in reverse chronological order (most recent degree working on or achieved listed first)</li> </ul>	<ul style="list-style-type: none"> <li>Includes High School Education (remove after your sophomore year at the latest and only include if the information supports your candidacy)</li> <li>Lists "University of South Alabama" as "The University of South Alabama" or uses the abbreviation "USA" as the first reference</li> <li>Does not include the official title of your degree or major</li> </ul>
<b>Academic Project Experience and/or Internship Experience</b>	<ul style="list-style-type: none"> <li>Lists special course projects or internship projects in reverse chronological order</li> <li>Uses action verbs and provides specific examples of your contributions/accomplishments related to the project; emphasis on transferrable skills</li> <li>Uses verb tense consistently- past tense for project work in the past, present tense for project work in the present</li> <li>Does not refer to yourself in the 1st person ("I")</li> <li>Includes outcome statements that show quantifiable accomplishments (e.g. increased sales by 35% in 6 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>Lists special course projects or internship projects in reverse chronological order</li> <li>Uses action verbs and provides specific examples of your contributions/accomplishments related to the project; emphasis on transferrable skills</li> <li>Uses verb tense consistently- past tense for project work in the past, present tense for project work in the present</li> <li>Does not refer to yourself in the 1st person ("I")</li> </ul>	<ul style="list-style-type: none"> <li>Contains only a bulleted list of transferable skills/ relevant coursework</li> <li>Refers to yourself in the 1st person ("I")</li> </ul>

*Adapted from documents shared by career development professionals to the NACE-National Association of College & Employers Library Entries*

## RESUME RUBRIC

Criteria	Exemplary	Revisions Suggested	Needs Significant Work
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Lists experiences in reverse chronological order (most recent job or position first) under each section heading</li> <li>• Indicates name, location of employer or organization (city, state)</li> <li>• Lists your job title, starting and ending dates for each assignment (month/year)</li> <li>• Uses action verbs to lead your descriptions and provides specific examples of your contributions/accomplishments related to the project; emphasis on transferrable skills</li> <li>• Uses verb tense consistently- past tense for project work in the past, present tense for project work in the present</li> <li>• Does not refer to yourself in the 1st person ("I")</li> <li>• Uses different sections to separate career-related experiences (e.g. relevant work experience, teaching experience, clinical experience) from other work (e.g. college employment, work history)</li> <li>• Presents your most relevant experience first</li> <li>• Includes statements that reflect quantifiable accomplishments/results (e.g. increased sales by 35% in 6 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• Lists experiences in reverse chronological order (most recent job or position first) under section heading</li> <li>• Indicates name, location of employer or organization (city, state)</li> <li>• Lists your job title, starting and ending dates for each assignment (month/year/semester year)</li> <li>• Uses action verbs to leads your descriptions provides specific examples of your contributions/accomplishments related to the project; emphasis on transferrable skills</li> <li>• Uses verb tense consistently- past tense for project work in the past, present tense for project work in the present</li> <li>• Does not refer to yourself in the 1st person ("I")</li> </ul>	<ul style="list-style-type: none"> <li>• Lists experiences in no special or defined order</li> <li>• Contains only a bulleted list of tasks performed in job or position</li> <li>• Contains irrelevant information or information that is best suited for the reference page, such zip codes, supervisor names, and phone numbers for supervisors</li> <li>• Does not reference any type of experience (work, academic projects, internships, volunteer)</li> </ul>
<b>Awards/Honors</b>	<ul style="list-style-type: none"> <li>• Includes official name and the name of organization that conferred the honor or award</li> <li>• Provides an explanation for titles not commonly known by the name (e.g., Ed Cimino Scholarship- University of South Alabama Career Services, internship award for participation outside of the local area)</li> </ul>	<ul style="list-style-type: none"> <li>• Includes official name of each honor/award</li> <li>• Includes the name of organization or group that conferred the honor or award</li> </ul>	<ul style="list-style-type: none"> <li>• Uses acronyms that are not commonly known to describe an award/honor</li> <li>• Does not include the official name of each organization or group conferring the award or honor</li> </ul>
<b>Activities/ Services</b>	<ul style="list-style-type: none"> <li>• Includes Official name of each organization, offices or leadership roles</li> <li>• Includes dates of involvement</li> <li>• Does not use acronyms</li> <li>• Highlights key accomplishments in leadership roles</li> </ul>	<ul style="list-style-type: none"> <li>• Includes official name of each organization, offices or leadership roles</li> <li>• Includes dates of involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Does not demonstrate participation in or include extracurricular, community, civic, or volunteer opportunities</li> </ul>
<b>Layout/Design</b>	<ul style="list-style-type: none"> <li>• Resume design is consistent with professional practice (e.g. graphic design, theatre, engineering)</li> <li>• Uses white space effectively for visual appeal</li> <li>• Uses font size for body text that is large enough to easily read (10-12 pt.)</li> <li>• Reflects a consistent style throughout resume</li> <li>• Uses Months/Year dates consistently throughout</li> <li>• Organizes the information so that the most recent accomplishments, skills and qualifications are at the top of the resume</li> </ul>	<ul style="list-style-type: none"> <li>• Resume design has a consistent format</li> <li>• Uses white space effectively for visual appeal</li> <li>• Uses font size for body text that is large enough to easily read (10-12 pt.)</li> <li>• Reflects a consistent style throughout resume</li> <li>• Uses Months/Year dates consistently throughout</li> </ul>	<ul style="list-style-type: none"> <li>• Uses text that is too crowded or too spaced out</li> <li>• Uses font size and style that is not appropriate- too large or too small</li> <li>• Uses template that is ineffective, cumbersome to edit/revise, or has an odd or unappealing visual display</li> <li>• Uses inappropriate spacing and margins</li> <li>• Includes a photo (unless the field dictates, such as acting or modeling)</li> </ul>

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This rubric provides examples of areas for consideration. It is not intended to be an all-inclusive document but rather provides feedback on strengths and weaknesses common to resume documents. We encourage you to meet with a Career Services advisor prior to using your document to apply for employment positions. Please contact [careerservices@southalabama.edu](mailto:careerservices@southalabama.edu) to schedule an appointment or if you are an undergraduate-level student, you may also schedule an appointment directly through Navigate South.