Resume Rubric for Handshake Approval

- Resumes are approved if in the *Professional* or *Proficient* column
- Resumes are declined if in the *Developing* or *Incomplete* column.

	Professional	Proficient	Developing	Incomplete
Heading Name, Address, Phone, Email	- All pieces of information are included - Name stands out from other text - Professional or school email BONUS - Linkedin link - Online portfolio link	- All pieces of information are included - Name does not stand out from other text - Professional or school email BONUS - Linkedin link - Online portfolio link	1 piece of information missing - Name does not stand out from other text - Casual or inappropriate email	2+ pieces of information missing - Name does not stand out from other text - Casual or inappropriate email - Birthdate - Citizenship - Headshot
Format	- Margins and spacing is balanced and even throughout the document - Bullets are in line down the page - Header format is consistent - Font size between 10-12 - Font type is conservative and consistent - Resume length is 1 page or industry/education level standard - Dates are aligned	- Margins and spacing is mostly consistent (1-2 errors) - Bullets are in line down the page (1-2 errors) - Header format is somewhat consistent (1-2 errors) - Font size is between 10-12 - Font type is conservative and consistent - Resume length could be improved - Dates are aligned (1-2 errors)	- Margins and spacing is inconsistent or poorly-used - Bullets are inconsistent - Header formats are inconsistent - Font is smaller than 10 or larger than 12 - Font type is appropriate but could be improved - Resume length is too short or too long - Dates are not aligned - Overuse of lines, borders, boxes - Use of paragraphs instead of bullets	- Margins and spacing are not consistent - Bullets are inconsistent - No clear headers - Font is smaller than 10 or larger than 12 - Resume length is too short or too long - Dates are not aligned - References left on resumes (not including separate page for references) - Decorative fonts/ excessive use of italics - Two or more font styles

				• Overuse of lines, borders, boxes • Use of paragraphs instead of bullets
Spelling and Grammar	• No mistakes in spelling, grammar, punctuation • Does not use personal pronouns • Does not write incorrect verb tense	• Few (1 to 2) mistakes in spelling, grammar, verb tense, personal pronouns, punctuation • Does not use personal pronouns • Verb tense is mostly correct (1-2 errors) (past vs. present; adverbs-ly; continuous tense--ing)	• 3-4 mistakes in spelling, grammar, verb tense, personal pronouns, punctuation • 1-2 personal pronouns used • Verb tense is inconsistent (3+ errors) (past vs. present; adverbs-ly; continuous tense--ing)	• 5+ mistakes in spelling, grammar, verb tense, personal pronouns, punctuation • 3+ personal pronouns used • Verb tense is inconsistent (3+ errors) (past vs. present; adverbs -ly; continuous tense --ing)
Education La Salle University, Phila., PA, anticipated graduation month/year, degree, major(s)	• All pieces of information are included	• All pieces of information are included, but 1-2 items may be incorrect (abbreviations, degree name)	• 1-2 pieces of information are missing or incorrect	• 3+ pieces of information are missing or incorrect
Descriptions of Experience, Skills, Honors, Activities	• All pieces of information are listed (employer, location, position title, dates) • Experiences are listed in reverse chronological order per section • Each bullet starts with an action verb • Experiences are quantified where appropriate with #, $, %	• All pieces of information are listed (employer, location, position title, dates) • Experiences are listed in reverse chronological order per section • Each bullet starts with an action verb; stronger action verbs could be used • Some experiences are quantified where appropriate with #, $, %, but could be improved	• 1-2 pieces of information are missing (employer, location, position title, dates) • Experiences are listed in the incorrect date order • Action verb usage is inconsistent (using action verbs for some bullets, but not others) • Experiences are not quantified where appropriate with #, $, % • Uses simple action verbs or repeats the same action verbs throughout the resume • Bullets are vague	• 3+ pieces of information are missing (employer, location, position title, dates) • Experiences are listed in the incorrect date order • Action verbs are not used to start bullets • Experiences are not quantified where appropriate with #, $, % • Provides info on company rather than individual responsibilities/actions • Bullets are vague • No bullets to describe position(s)

Other	▪ Presents positive language ▪ Lists relevant skills to the position ▪ Lists clinicals and field experience (education, nursing, communication sciences and disorders)	▪ Presents positive language ▪	▪ Language is neutral but can be improved ▪ Active hyperlinks ▪ Any High School info is left on (freshmen & sophomores are exempt)	▪ Negative language is used ▪ Skills listed are not relevant ▪ Picture on resume ▪ Clip art (including company (school) logos ▪ Hobbies/Interests ▪ Any High School info is left on (freshmen & sophomores are exempt) ▪

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