

Resume rubric-additional information

Format/layout:

Length: 1-2 full pages

Spacing:

- appropriate balance of white and printed area,
- Resume fills the page but is not over crowded,
- easy to read key information,
- consistent formatting and layout (margins)
- First impression/ Visual Appeal-polished presentation

Style:

Centered on page with good choice of font and type size-preferably:

Body-font #11-12

Heading-font #14

Name-font #16

The most important information are bolded or highlighted

Content:

Following headings included:

Demographic info (first and last name, address, phone #, e-mail address)

Career objective-preferable, specific to position, job related skills

Summary skills/ Highlights of Qualifications/ Profile: specific to position, industry, soft skills, transferable skills

Education-degree is listed with graduation month and year, name and location of school, important coursework and /or projects are listed if appropriate. If GPA is listed –it is over a 3.0. Honors and scholarships are included here or in Award section

Work Experience-listed, including company's name, title, location and dates. Statement format is concise and direct and accomplishment oriented. Action words in past tense.

Use industry specific language

Awards/ Achievements-preferable

Interests-optional

The most important items are located on the first page or on the top half of the first page

Grammar/ Vocabulary:

(explained)

Mechanics:

(explained)

Template of chronological and functional resume-provided