



# RESUME RUBRIC

Student OCID/Name

Major

FORMAT & PRESENTATION	Approved	Not Approved	Comments
Looks visually pleasing to the eye			
Consistency and uniformity: Fonts, Spacing, Bullets, Periods			
Consistency and uniformity: Headlines, Dates, and Experiences			
Reverse Chronological Order (most recent first)			
Grammar (no spelling errors and no abbreviations)			
Tenses: Present tense for current, past tense for previous			
Reference list on separate page			
<b>HEADING</b>			
Professional Name (larger font size)			
Cell number (w/ area code) & Professional email			
<b>PROFESSIONAL SUMMARY/QUALIFICATIONS (Optional)</b>			
1-2 sentences or a few bullet points			
Describe what you can offer employer and reflect relevant achievements, skills, and experiences			
Results-oriented statement			
<b>EDUCATION</b>			
Type of Degree, Major, College Name, City and State			
Graduation Date (or Expected/Anticipated) (add GPA if above 3.0)			
Relevant coursework (optional)			
<b>EXPERIENCE</b>			
Name of Employer and City, State			
Position Title and Month Year-Month Year (or Present)			
Use 3-5 Bullets to describe responsibilities			
Uses the PAR method and action-oriented statements			
<b>SKILLS (Optional)</b>			
Relevant skills that are not repeated in resume			
<b>ADDITIONAL SECTIONS (Optional)</b>			

**ADDITIONAL COMMENTS:**

**PAR Method<sup>1</sup>**

**Problem (Situation):** Identify a problem at work

**Action:** Discuss how you addressed the problem

**Results:** What was the outcome of that action

**EXAMPLE:** Created and implemented a new documentation system, resulting in a 75% decrease in documentation errors

Rubric adapted from Kalamazoo Valley Community College Career Services (p. 46 of Career Manual)

<sup>1</sup>"How to Write an Achievement Oriented Resume." <https://resumegenius.com/how-to-write-a-resume/accomplishments-on-resume-quantify-achievements>