

RESUME Scoring Rubric

Name:

Elements	Not Acceptable = 1 pt	Acceptable = 3 pts	Exemplary = 5 pts	Comments
Aesthetics	Confusing layout; inconsistent formatting; mistakes in spelling, grammar etc; too much or too little space	Generally able to be understood; information and descriptions generally clear but raises some new questions or not fully explained	Good use of space; appropriate use of graphics and fonts; key information easily located	
Composition	Too many/not enough/unclear headings; Spelling and grammar errors; no form or reason to statements or bullet points	Generally able to follow organization and flow; very few mistakes in spelling and grammar; some use of resume statements or bullets but not well developed	Clear organization; clean and consistent layout; free of grammar, spelling errors; effective use of "resume" sentence/phrasing	
Content	No flow of narrative; not enough/too much information in key areas; background, education and experience not fully explained; more questions raised than answered	There is some sense of narrative but not consistent; statements or bullets not fully explained; some flow but not always clear how or why one thing relates to others in the same area	Clear narrative; outlines background, education and experience fully and with specifics; fully developed statements or bullets; logical flow	
Education	Education not showcased; important skills (eg language, study abroad or social media) left out or not specified; non-academic or community work not clearly explained for non HSU audience	Education listed but not well used to highlight skills or significant/relevant areas; Activities 'undersold' by virtue of bad layout or explanation	Degrees/grades etc clear and well laid out; relevant skills gained clearly highlighted; coursework - if listed - explained succinctly; extra-curricular and community activity set out for non HSU audience	
Experience	Experience jumbled by too many categories or not enough information; descriptions begin with the menial vs the most relevant/important skills so key aspects are lost; too little or too much information; written in first person	Positions laid out but not fully supporting the overall narrative; inconsistency in information provided leaving a 'patchy' flow; preoccupied with paid employment and not enough focus on skills and abilities; over or under selling particular aspects and lack of balance	Relevance to the position made clear; includes specifics with details and/or accomplishments; clear delineation for categories of experience; demonstrates progression of responsibility/title; supports the overall narrative of the resume and cover letter combined	
Overall Possible: 25 points				