

RESUME RUBRIC

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

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

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

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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 to schedule an appointment or if you are an undergraduate-level student, you may also schedule an appointment directly through Navigate South.