

# RESUME REVIEW RUBRIC

**Directions:** For each category, find the statement that accurately describes each category of your resume.



SAN DIEGO STATE  
UNIVERSITY

Career Services  
Division of Student Affairs

| Categories                                                                                                                                                                                                                           | Novice                                                                                                                                                                                                                                                                                              | Developing                                                                                                                                                                                                                                                                                                      | Intermediate                                                                                                                                                                                                                                                                                      | Professional                                                                                                                                                                                                                                                                                                          | Notes |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Content</b> <ul style="list-style-type: none"> <li>• Education</li> <li>• Experience</li> <li>• Other Sections: <ul style="list-style-type: none"> <li>▪ Organizations</li> <li>▪ Awards</li> <li>▪ Honors</li> </ul> </li> </ul> | <p>Missing necessary information or contains 5+ errors</p> <p>Missing appropriate information with 5+ errors</p> <p>Not in reverse chronological order</p> <p>Statements do not clearly describe the tasks and duties</p> <p>No relative information to highlight transferrable skills</p> <p>1</p> | <p>Missing necessary information or contains 3-4 errors</p> <p>Missing appropriate information with 3-4 errors.</p> <p>Not in reverse chronological order</p> <p>Statements about tasks and duties could be more clear</p> <p>1-2 relative pieces of information to highlight transferrable skills</p> <p>2</p> | <p>All necessary information included with 1-2 errors</p> <p>All appropriate information included with 1-2 errors</p> <p>Reverse chronological order</p> <p>Statements clearly describe tasks and duties</p> <p>3-4 relative pieces of information to highlight transferrable skills</p> <p>3</p> | <p>All necessary information included</p> <p>All appropriate information included (Place of employment, title, dates, city, and state)</p> <p>Reverse chronological order</p> <p>Statements clearly describe tasks and duties</p> <p>5+ relative pieces of information to highlight transferrable skills</p> <p>4</p> |       |
| <b>Format</b>                                                                                                                                                                                                                        | <p>Disorganized and crowded</p> <p>Inappropriate use of spacing &amp; margins</p> <p>1-2 pages of non-relative content</p> <p>No use of social media sites</p> <p>Use of font &amp; bolding can be improved</p> <p>1</p>                                                                            | <p>Slightly disorganized and crowded</p> <p>Spacing &amp; margins can be improved</p> <p>1-2 pages of some relative content</p> <p>No use of social media sites</p> <p>Use of font &amp; bolding can be improved</p> <p>2</p>                                                                                   | <p>Organized and clean</p> <p>Suitable use of spacing &amp; margins</p> <p>1-2 pages of relative content</p> <p>Use of one or two social media sites</p> <p>Adequate use of font type/size and bolding</p> <p>3</p>                                                                               | <p>Very organized and professional</p> <p>Appropriate use of spacing &amp; margins</p> <p>1-2 pages of relative content</p> <p>Use of professional social media sites (EX: LinkedIn, Portfolium)</p> <p>Adequate use of font type/size and bolding</p> <p>4</p>                                                       |       |
| <b>Overall Impression</b>                                                                                                                                                                                                            | <p>Resume does not seem tailored for a specific purpose/industry</p> <p>1</p>                                                                                                                                                                                                                       | <p>Resume is somewhat tailored too a specific purpose/industry</p> <p>2</p>                                                                                                                                                                                                                                     | <p>Resume is easy to follow and gives access to key information</p> <p>3</p>                                                                                                                                                                                                                      | <p>Resume is easy to follow and gives professional impression</p> <p>4</p>                                                                                                                                                                                                                                            |       |