

Business Scholars Program

Resume Rubric

Scholar Name: _____

Date: _____

Appearance and Format	Needs Work	Key Elements	Needs Work	
Succinct summary of top achievements and relevant skills. (Elevator speech.) An objective is generally not suitable.	<input type="checkbox"/>	<u>Heading</u>	Centered, 11-14 pt. font name can be 16-18)	<input type="checkbox"/>
Less than two pages	<input type="checkbox"/>		Name in bold font	<input type="checkbox"/>
Sufficient white space - uncluttered	<input type="checkbox"/>		Professional email address (abelincoln@gmail.com) Include mailing address.	<input type="checkbox"/>
Standard Margins – 1 inch	<input type="checkbox"/>		Phone number (list one)	<input type="checkbox"/>
Standard typeface (Times New Roman, Arial, Calibri)	<input type="checkbox"/>		Name on following pages, if applicable	<input type="checkbox"/>
Font size: 11-14 pt. for headers; 11 - 12 pt. for body	<input type="checkbox"/>		No information included that would be considered inappropriate: age, height, race, religion, political affiliation, photo	<input type="checkbox"/>
Consistent format (margins, text, use of punctuation)	<input type="checkbox"/>	<u>Education</u>	Avoid high school information	<input type="checkbox"/>
Bold section headings	<input type="checkbox"/>		Educational background in reverse chronological order	<input type="checkbox"/>
Unique and professional file name (abrahamlincoln.resume_3-14)	<input type="checkbox"/>		Minimum 3.0 GPA. If below 3.0, list major GPA instead	<input type="checkbox"/>
Numbered pages	<input type="checkbox"/>		Business Scholar	<input type="checkbox"/>
Grammar, Punctuation, Spelling		<u>Experience</u> Employment and internships	Employment history in reverse chronological order	<input type="checkbox"/>
No spelling errors	<input type="checkbox"/>		Use of first person avoided	<input type="checkbox"/>
No grammar errors	<input type="checkbox"/>		Measurable outcomes / accomplishments	<input type="checkbox"/>
No punctuation errors	<input type="checkbox"/>		Use of action verbs	<input type="checkbox"/>