


Resume Rubric* for: _____ **N#:** _____ **Evaluator:** _____ **Date:** _____

Please circle a rating in each row and provide comments with suggested improvements


| | Excellent | Above Average | Needs Improvement | Evaluation/Comments |
|--------------------------|--|--|--|----------------------------|
| Format/Appearance | <ul style="list-style-type: none"> • Appropriate length for field/level of experience • Fills the page, but not overcrowded • Consistent font/spacing • Consistent and effective use of bold/italics/underlining • Section titles clearly listed and easy to find | <ul style="list-style-type: none"> • Appropriate length for field/level of experience • Fills the page • Somewhat consistent font/spacing • Some use of bold/italics/underlining • Section titles listed | <ul style="list-style-type: none"> • Inappropriate length for field/level of experience • Difficult to read/visually distracting • Font/spacing is inconsistent • Ineffective or no use of bold/italics/underlining • Section titles not listed/difficult to find | |
| Organization | <ul style="list-style-type: none"> • Name and contact info clearly listed at top • Titles, organizations, dates, and/or locations listed consistently • Sections ordered in terms of importance • Section titles highlight relevant skills/experiences • Experiences in reverse chronological order in sections | <ul style="list-style-type: none"> • Name listed, missing some contact info • Titles, organizations, dates, and/or locations listed somewhat consistently • Section ordering sufficient • Section titles sufficient • Experiences somewhat in reverse chronological order in each section | <ul style="list-style-type: none"> • Name and contact info unclear • Inconsistent listing of titles, organizations, dates, and/or locations • Ineffective ordering of sections • Section titles do not highlight relevant skills/experiences • Experiences not in reverse chronological order in each section | |
| Content | <ul style="list-style-type: none"> • Uses a variety of strong action verbs • Lists degree and grad date • Outcome/accomplish oriented • No spelling/grammar errors • Descriptions are concise and descriptive • Keywords/skills targeted for the position | <ul style="list-style-type: none"> • Some use of action verbs • Missing either degree or graduation date • Some outcomes/accomplishments • No spelling/grammar errors • Descriptions somewhat concise and descriptive • Keywords/skills somewhat targeted for the position | <ul style="list-style-type: none"> • Ineffective use of action verbs • Does not lists degree and grad date • NO outcomes/accomplishments listed • Spelling/grammar errors • Descriptions not concise and/or descriptive • Keywords/skills not targeted for the position | |
| Overall | Overall, meets most of the criteria of an excellent resume. | Overall, falls between an excellent resume and one that needs improvement. | Overall, does not meet the criteria of an average or excellent resume. | |

*To be used for U.S. resumes. Visit NYU CareerNet and Going Global for samples of non-U.S. resumes.

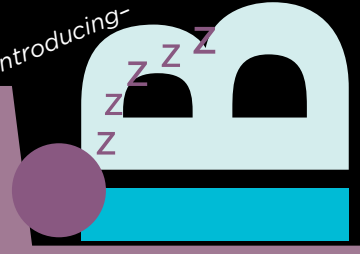
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- + Marketing Plans
- + Strategic Plans
- + Master Site Plans

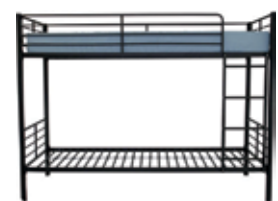


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