

Resume Review Rubric

	Not meeting criteria (comments)	Meeting criteria
Headers include name, email address, phone number		
Include an education section with degree spelled out		
Margins are not smaller than 0.5 inch on left, right, bottom		
Margins on top is not smaller than 0.8 inch		
With every experience listed, include position/role, company/organization, location and time		
With every experience listed, use bullet points start with an action verb		
Bullet points are used to describe personal accomplishment/achievement		
Each bullet point is no longer than two lines		
Resume is within one-page		
Across all bullet points, teamwork is demonstrated with evidence presented		
Across all bullet points, problem-solving skills are demonstrated with evidence presented		
Across all bullet points, communication skills (verbal and written) are demonstrated with evidence presented		
Across all bullet points, analytical skills are demonstrated with evidence presented		
No spelling error		
[bonus] Across all bullets, results are quantified/numbers are used to show results		