

OPCD Resume Rubric

	Competitive	Satisfactory	Needs Improvement	Comments
Format	<ul style="list-style-type: none"> • One page – fills page • Consistent presentation (font, highlighting, section titles) 	<ul style="list-style-type: none"> • Fills one page • Generally consistent presentation (font, highlighting, section titles) 	<ul style="list-style-type: none"> • Inappropriate length • Difficult to read • Inconsistent presentation (font, highlighting, section titles) 	
Content	<ul style="list-style-type: none"> • Uses strong action verbs • Descriptions highlights skills and accomplishments clearly and effectively • No spelling or grammar errors • Descriptions are concise • Uses active tone and action verbs throughout • Skills are targeted to roles of interest • All elements of resume are consistent with target roles 	<ul style="list-style-type: none"> • Uses action verbs in some instances • Presents skills and accomplishments in some, but not all instances • No spelling or grammar errors • Most descriptions are concise • Descriptions highlight skills relevant to employers • Mixes use of active and passive tone • Contact info is missing or unprofessional 	<ul style="list-style-type: none"> • Does not use action verbs • Does not list degree or graduation date • Does not present skills or accomplishments • Descriptions not concise • Descriptions do not highlight skills • Presents information not relevant to target • Spelling or grammar errors • Contact info is missing or unprofessional • Uses “responsible for” 	
Organization	<ul style="list-style-type: none"> • Name and contact info clear and complete • Title, Organization, Where, When presented consistently • Sections are ordered in optimal fashion • Content within sections is in reverse chronological order 	<ul style="list-style-type: none"> • Name listed; but not all contact info • Title, Organization, Where, When presented fairly consistently • Order of sections is consistent • Experiences generally in reverse chronological order 	<ul style="list-style-type: none"> • Name and contact info unclear or incomplete • Inconsistent presentation of information • Order of sections is not ideal • Not in reverse chronological order 	

For more information make an appointment with Brian Mendenhall in Handshake or call 758-5902 to schedule.