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## NCTC Career Services Center


### Resume Rubric

A resume is a marketing tool that can help you get your foot in the door for an interview. They are unique to each individual and should be tailored for each position you are applying to. The NCTC Career Services Team designed this rubric to help guide you towards creating a well-written, effective resume. We recommend that you have your resume reviewed by a Career Coach before applying to jobs. You can schedule an appointment with an NCTC Career Coach by emailing [careerservices@nctc.edu](mailto:careerservices@nctc.edu).

*Please note this rubric is based off of US guidelines. If you need a Vitae/CV or if you are applying outside of the US, please schedule a consultation with one of our career coaches.*

Resume Category	Needs Improvement	Almost Ready	NCTC Lion Ready!	NOTES
<b>Visual Appeal and Formatting</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume is 2+ pages with excess irrelevant information</li> <li><input type="checkbox"/> Inconsistent fonts and font sizes</li> <li><input type="checkbox"/> Distracting fonts and colors</li> <li><input type="checkbox"/> Inconsistent spacing throughout</li> <li><input type="checkbox"/> No clear format used</li> <li><input type="checkbox"/> Excess text</li> <li><input type="checkbox"/> Not enough detail (1 or 2 word bullet points), lack of information</li> <li><input type="checkbox"/> Inconsistent use of special characters</li> <li><input type="checkbox"/> Multiple spelling and grammar errors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume is on 2+ pages, includes irrelevant information and/or can fit to one page</li> <li><input type="checkbox"/> Multiple font styles used</li> <li><input type="checkbox"/> Some inconsistencies with font sizes and spacing</li> <li><input type="checkbox"/> Margins are slightly too wide or too narrow</li> <li><input type="checkbox"/> Dates are formatted the same, but not aligned</li> <li><input type="checkbox"/> Resume contains text boxes or tables (information in tables is not typically read by resume readers or Applicant Tracking Systems)</li> <li><input type="checkbox"/> 1-2 spelling and grammar errors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume is 1 page (2 pages can be used if there is extensive relevant experience— 2nd page must fill at least a half page)</li> <li><input type="checkbox"/> Overall layout is easy to follow and easy to read— Page isn't overloaded with text</li> <li><input type="checkbox"/> Font size is consistent and readable</li> <li><input type="checkbox"/> Resume format is consistent for industry expectations (i.e. accounting, graphic design, nursing)</li> <li><input type="checkbox"/> .5—1in. Margins</li> <li><input type="checkbox"/> Consistent formatting throughout (alignment, bolding, italics, how dates are listed, etc.)</li> <li><input type="checkbox"/> Key points and skills are highlighted using <b>bold</b>, <i>italics</i>, <u>underlining</u>, or bullet points</li> <li><input type="checkbox"/> Correct spelling and grammar</li> </ul>	

Resume Category	Needs Improvement	Almost Ready	NCTC Lion Ready! 	NOTES
<b>Organization/ Layout</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In general, resume is unorganized or doesn't flow well</li> <li><input type="checkbox"/> Contact information is not listed at the top</li> <li><input type="checkbox"/> Categories do not accurately reflect content</li> <li><input type="checkbox"/> Experience is not in reverse chronological order</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Some inconsistencies with listing things in reverse chronological order</li> <li><input type="checkbox"/> Categories could be reorganized to include the most relevant information towards the top</li> <li><input type="checkbox"/> Includes unnecessary content (i.e. references*, hobbies, etc.)</li> </ul> <p><i>* Students should have References, but they should be listed on their own document, separate from a resume</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact information is listed at the top</li> <li><input type="checkbox"/> Education is listed above experience unless there is recent relevant experience</li> <li><input type="checkbox"/> Reverse chronological order is used throughout</li> <li><input type="checkbox"/> Most relevant categories are listed first</li> <li><input type="checkbox"/> Includes unique categories to help student stand out (i.e. Honors/Awards, Languages, Skills, etc.)</li> </ul>	
<b>Contact Information</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Missing name, email, and/or phone number</li> <li><input type="checkbox"/> Contains personal information unnecessary for a resume (birth date, social security number, etc.)</li> <li><input type="checkbox"/> Email is unprofessional</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Name doesn't stand out</li> <li><input type="checkbox"/> Home address should be removed (can leave City, State, Zip)</li> <li><input type="checkbox"/> Email could be more professional/less casual</li> <li><input type="checkbox"/> Contains unnecessary headings like "Phone:" or "Email:"</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes name, email, and phone.</li> <li><input type="checkbox"/> No home address listed</li> <li><input type="checkbox"/> Name stands out</li> <li><input type="checkbox"/> Email is professional</li> <li><input type="checkbox"/> May include LinkedIn URL</li> </ul>	
<b>Professional Summary or Profile Section (if applicable)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contains mostly irrelevant information or is unclear</li> <li><input type="checkbox"/> Written as an Objective—focus is on what the job seeker is looking for rather than on their skills and experience</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Uses the words "I" and/or "me"</li> <li><input type="checkbox"/> Includes some irrelevant information</li> <li><input type="checkbox"/> Too long or too short</li> <li><input type="checkbox"/> Could be more attention-grabbing</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A well-written summary focused on unique, but relevant skills and experience that could benefit an employer</li> <li><input type="checkbox"/> 3-5 lines</li> <li><input type="checkbox"/> Demonstrates accomplishments</li> </ul>	
<b>Education</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Missing current Education information</li> <li><input type="checkbox"/> Missing name of school(s) or college(s)</li> <li><input type="checkbox"/> No city or state listed</li> <li><input type="checkbox"/> Incorrect title of degree or no major listed</li> <li><input type="checkbox"/> Listing high school past freshman year</li> <li><input type="checkbox"/> Listing multiple colleges (where no degree was earned)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Name of college/school is abbreviated</li> <li><input type="checkbox"/> Degree is abbreviated (i.e., AA or AAS)</li> <li><input type="checkbox"/> No major listed</li> <li><input type="checkbox"/> Date range instead of expected graduation date</li> <li><input type="checkbox"/> Includes irrelevant courses listed</li> <li><input type="checkbox"/> Has additional unnecessary information</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Full name of college/school</li> <li><input type="checkbox"/> Location (city, state)</li> <li><input type="checkbox"/> Official degree name spelled out</li> <li><input type="checkbox"/> Major or concentration listed</li> <li><input type="checkbox"/> Expected graduation date (month/year)</li> <li><input type="checkbox"/> Includes study abroad, relevant courses, honors, organizations, scholarships, GPA (above 3.5)</li> </ul>	

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<b>Experience</b>	<input type="checkbox"/> Resume does not highlight relevant experience tailored to desired job <input type="checkbox"/> Missing company/organization name <input type="checkbox"/> Missing job title <input type="checkbox"/> Missing location (city, state) <input type="checkbox"/> Missing date range of employment <input type="checkbox"/> No information regarding accomplishments, responsibilities, or skills <input type="checkbox"/> Uses the words "I" and/or "me"	<input type="checkbox"/> Experience is not listed in reverse chronological order (with the most recent listed first) <input type="checkbox"/> Accomplishments/responsibilities are listed but don't begin with an action verb <input type="checkbox"/> Accomplishments/responsibilities are listed but don't include action, task, or result <input type="checkbox"/> Skills listed are not transferrable/irrelevant	<input type="checkbox"/> Company/organization name <input type="checkbox"/> Job Title <input type="checkbox"/> Location (City, State) <input type="checkbox"/> Date range of employment (month/year) <input type="checkbox"/> Includes internship or clinical experience <input type="checkbox"/> Quantifies and qualifies accomplishments (includes action, task, result) <input type="checkbox"/> Uses strong action verbs <input type="checkbox"/> Highlights transferrable/relevant skills <input type="checkbox"/> Experience is listed in reverse chronological order OR most relevant is highlighted	
<b>Involvement</b> <ul style="list-style-type: none"> <li>• leadership roles</li> <li>• professional organizations</li> <li>• volunteer work</li> <li>• Honors/awards</li> <li>• accomplishments</li> </ul>	<input type="checkbox"/> Missing organization name <input type="checkbox"/> Missing position held <input type="checkbox"/> Missing bullet points highlighting accomplishments, skills, knowledge gained <input type="checkbox"/> Missing dates of involvement <input type="checkbox"/> Abbreviations used <input type="checkbox"/> Uses the words "I" and/or "me"	<input type="checkbox"/> Vague bullet points or just a list of tasks (no accomplishments or skills) <input type="checkbox"/> Information is from high school/not current	<input type="checkbox"/> Full name of organization <input type="checkbox"/> Full name of role or position held <input type="checkbox"/> Bullet points highlighting accomplishments, skills, and knowledge gained <input type="checkbox"/> Dates of involvement	

**COMMENTS:**