

Use this rubric to review your current resume and see whether your resume falls under Professional, Proficient, Developing or Incomplete for each category described. Need support strengthening your resume? Reach out to your TMCF coach or email your resume to [coaches@tmcf.org](mailto:coaches@tmcf.org) for support.

| CATEGORY  | PROFESSIONAL   | PROFICIENT   | DEVELOPING   | INCOMPLETE   |
|---|--|--|--|--|
| <b>10-SECOND REVIEW</b>   | <p>Resume is clearly targeted for a specific purpose/industry.</p> <p>Both content and format provide a strong professional presentation.</p> <p>Easy to locate key details, encouraging a deeper read.</p>  | <p>Resume seems targeted for a specific purpose/industry.</p> <p>Format helps to locate information.</p> <p>Content both provides keywords and highlights some evidence of where/how skills have been developed.</p>   | <p>Resume purpose or target may be emerging, but it is broad or may fit multiple industries.</p> <p>Format helps to locate information.</p> <p>Content includes some industry-related keywords.</p>  | <p>Resume does not seem targeted for a specific purpose/industry.</p> <p>Difficulties apparent in both content and format.</p>   |
| <b>PRESENTATION/FORMAT</b> <ul style="list-style-type: none"> <li>-Margins (1-inch)</li> <li>-Category headings</li> <li>-Bullet points</li> <li>-Bullet style</li> <li>-Alignment</li> <li>-Date formats</li> <li>-Font size</li> <li>-Font type</li> <li>-Header style</li> </ul> | <p>Margins are balanced with even tab margins and spacing between lines and sections.</p> <p>Uses capitalization, bold or italics to highlight headings consistently and well.</p> <p>Appropriate font and point size (between 11-12 size font).</p> <p>Resume length is appropriate (typically 1 page or conforming to length standard in industry, or based on applicant's length of relevant experience).</p> | <p>Margins and spacing between lines/sections is mostly consistent and well used (1-2 errors only).</p> <p>Uses capitalization, bold or italics to highlight headings mostly consistently and well (1-2 errors).</p> <p>Appropriate font and point size (between 11-12 size font).</p> | <p>Margins and spacing between lines/sections are not consistent or poorly used.</p> <p>Uses capitalization, bold or italics to highlight headings inconsistently or poorly.</p> <p>Appropriate font, but too small for easy readability (under 10 size font).</p> | <p>Margins and spacing between lines and sections are not consistent or poorly used.</p> <p>Does not use capitalization and bold to highlight headings.</p> <p>Font and point size distract from readability (outside of 11-12 size font).</p> |

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| <b>SPELLING/GRAMMAR</b><br><br>Past tense verbs are used for past experiences and present tense verbs for current experiences. Do not overuse the same verbs.                            | No errors in spelling, grammar, verb tense, personal pronouns and/or punctuation.   | 1-2 errors in spelling, grammar, verb tense, personal pronouns and/or punctuation.  | 3-4 errors in spelling, grammar, verb tense, personal pronouns and/or punctuation.  | 5+ errors in spelling, grammar, verb tense, personal pronouns and/or punctuation.   |
| <b>HEADING:</b><br>-Name<br>-Phone number<br>-Professional email<br>-LinkedIn URL  | All appropriate information is included.<br><br>Name clearly stands out from other text (14-16 pt font. Should be the largest font on the document).<br><br>Professional email is provided.   | All appropriate information is included.<br><br>Name does not stand out from other text.<br><br>Professional email is provided.   | 1 piece of header information is missing.<br><br>Name does not stand out from the text.<br><br>Email used is too casual.  | 2+ pieces of header information is missing.<br><br>Name does not stand out from the text.<br><br>Email used is unprofessional.  |
| <b>EDUCATION:</b><br>-University name and location<br>-Graduation date (month and year)<br>-Degree<br>-Major/minor<br>-Concentration   | All appropriate information included.   | All appropriate information is included with 1-2 incorrect items (ex: abbreviations).   | 1-2 pieces of content missing.  | 3+ pieces of content are missing.   |

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| <p><b>WORK AND LEADERSHIP EXPERIENCE</b></p> <p>Any work and/or activities section with bullet points to describe tasks and accomplishments.</p> <p>W.H.O: When writing about experiences use the acronym WHO: What I did, How I did it and the Outcome.</p> | <p>All appropriate information included (place of employment, title, dates, city, state).</p> <p>Entries are in reverse chronological order.</p> <p>Statements clearly describe tasks and duties of position.</p> <p>Action statements demonstrate a variety of transferrable skills.</p> <p>Accomplishments/results quantified where appropriate.</p> <p>Positive, engaging and enthusiastic language throughout resume that helps demonstrate your achievements.</p> <p>Action verbs are varied, and well-chosen to enhance the reader's understanding of the tasks, duties, transferrable skills and accomplishments.</p> <p>No negative or unprofessional content (slang, unclear acronyms, or jargon) is expressed.</p> | <p>All appropriate information included with 1-2 incorrect items (ex: abbreviations).</p> <p>Entries are in reverse chronological order.</p> <p>Statements clearly describe tasks and duties of position.</p> <p>Action statements demonstrate some transferrable skills.</p> <p>Accomplishments/results are not quantified where appropriate.</p> <p>Language is neutral throughout the resume.</p> <p>Action verbs are varied, yet the selection is conventional.</p> <p>Descriptions could be improved to describe tasks, duties, transferrable skills and accomplishments in a more detailed way.</p> | <p>1-2 pieces of content missing.</p> <p>Entries are not in reverse chronological order.</p> <p>Statements could more clearly describe tasks and duties of position.</p> <p>Action statements do not demonstrate.</p> <p>Language is neutral throughout the resume.</p> <p>Action verbs are not varied.</p> <p>No negative or unprofessional content is expressed.</p> | <p>3+ pieces of content are missing.</p> <p>Entries are not in reverse chronological order.</p> <p>Statements do not describe tasks and duties of position.</p> <p>There are not action statements utilized and it is difficult to discern.</p> <p>Negative language is used in the resume.</p> <p>Action verbs are not appropriate for description of skill (e.g., using managed when the student did not manage in role).</p> <p>Unprofessional content (slang, undefined acronyms, and jargon) is expressed in the resume.</p> |
| <p><b>SOFTWARE PROFICIENCIES/ ACTIVITIES AND HONORS</b></p> <p>Coursework, projects, honors skills, etc.</p>   | <p>5+ relevant pieces of information is given to highlight transferrable skills.</p>   | <p>3-4 relevant pieces of information given to highlight transferrable skills.</p>  | <p>1-2 relevant pieces of information given to highlight transferrable skills.</p>   | <p>No relevant information given to highlight transferrable skills.</p>   |