

Grading Rubric and Checklist for Résumé

Grading Rubric followed by checklist to help you:

| Criterion (Score 0 if element is absent) | Below Expectations Score (2) | Meets Expectations Score (3) | Exceeds Expectations Score (4) | Total Score |
|--|------------------------------------|------------------------------------|--------------------------------------|----------------|
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- Did you type your full name (nickname), email address, LinkedIn URL, and GitHub URL at the top center?
- Is your résumé is one column (not two column)?
- Did you verify that your email address and related contact information sound professional?
- Did you include the jobs that are most relevant to your target industry (your full job and project history is on LinkedIn)?
- Did you describe each company, job title, your responsibilities, and your **accomplishments**? Were you specific and did you use #s, %s, days, times, etc.?
- Did you use the STAR Method (Situation, Tasks, Actions, and Results)?
- Did you summarize any job or project experience in a separate "Key Skills" section?
- Did you create your own text and style a résumé that fits the tone of your industry?
- Did you verify that your text is aligned, consistent in format, and clickable when linking to samples of your work?
- Did you incorporate keywords that automated résumé scanners might look for?
- Did you proofread for grammar, brevity, and specific action verbs?
- Did you convert your résumé to a PDF file?
- Did you save your file LastNameFirstNameRésumé.pdf?

Honestly, I can't think of many tasks people dread more than writing a résumé. There are so many little things you need to add, rephrase, check, double-check, triple-check, and yet, somehow, your résumé might have a typo. Please have someone check your résumé before submitting. This is one document that has to be 100% perfect. Remember, you don't get a second chance to make a great first impression.

Let's look over the résumé again:

- Is Your Contact Information Professional? Things to Check: Have you included your basic contact information -- including your name, email address, LinkedIn URL, and GitHub URL at the top?
- Is your email address professional? (e.g. debra@gmail.com vs. mamabear@gmail.com)
- Is your email address associated with a familiar domain, like Gmail? (Outdated domains can be a red flag for tech-savvy companies.)
- Do your résumé details align with your LinkedIn profile? (Hiring managers will likely review both.)

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- Have you included links to social media profiles, portfolios, and a personal website if relevant?
- Have you audited your social profiles to ensure no unprofessional content is available to the public? Professional photo on LinkedIn and GitHub?
- Have you customized any communication within your résumé that addresses the company's needs?
- You are linking your résumé as a Google Doc or PDF on your Adobe Spark Page, have you granted the recipient the proper permissions to view it (or opened up permissions to everyone)?
- Is Your Résumé Written for the Industry you're targeting?
- Are you writing in a tone that matches that of the company to which you're applying? (For instance, while still writing professionally, you might use a different tone when applying to work at a new tech startup versus an established software firm.)
- Have you customized your résumé for the specific job to which you're applying? (Highlight work experience and skills that are relevant to the position -- don't just write down every job you've ever held.)
- Do you have a clear objective at the top of your résumé that is company-focused, rather than you-focused? (You don't need one, but you do need a "Key Skills" section that summarizes who you are and what you can offer the company.)
- Have you included both accomplishments and responsibilities under each job? (Both should be easy to ascertain when scanning your résumé.)
- Have you highlighted your KPIs (key performance indicators)?
- Have you convinced the reader that your skills are transferrable, sustainable, and scalable?
- Have you used numbers and metrics where possible to better convey your success? (For example: "Created mobile app using Python that demonstrated 97% user acceptance.")
- Do you illustrate career or project progression? Is it clear that you were promoted, gained additional responsibility, or switched jobs laterally to acquire more skills?
- Have you included your tenure (time there) at each company?
- Have you included relevant information about your education? When you're expected to graduate? (Take off any mention of high school.)
- Does your unique value proposition shine through? (E.g., something that makes you stand out from other applicants, or highlights that you're uniquely qualified for the position.)
- If relevant for the position, have you included links to a portfolio or samples of your work, such as GitHub?
- Is Your Résumé Properly Formatted and Designed? Things to Check:
- Have you used a layout of your résumé that is visually appealing and easy to read?
- Is your résumé too creative? (Is it really simple enough to read in 5-10 seconds?)

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- Have you selected a clear, easy-to-read font? Is your name clearly stated at the top? (It's a good idea to make your name slightly larger than all other text -- employers read many résumés every week, and you need to be memorable.)
- Have you made use of common formatting conventions that makes content easier to read, such as bullet points and header text?
- Has your formatting remained consistent across all positions? (For example, if you've bolded job titles, are all job titles indeed bolded?)
- Are your margins even?
- Are all items properly aligned? (For example, if you've right-aligned dates, are they all lining up in tandem with one another?)
- Are all links you've included clickable?
- Have you converted your résumé to a format that allows all recipients to read it as intended, without downloading specific fonts or needing special software? (A PDF format is recommended.)
- Is Your Résumé Edited and Polished?
- Have you included keywords in your résumé? (If you're submitting to an automated system, it might be critical to getting past filters. Be sure your résumé directly reflects the software and skills mentioned in the job description.)
- Have you edited out generic action verbs in favor of more specific ones? (For instance, "managed" instead of simply "worked.")
- Have you made use of a thesaurus to prevent monotony?
- Are your special skills all truly special? (While speaking a foreign language is indeed noteworthy, these days, it might be redundant to mention that you're proficient in Microsoft Word or capable of using email.)
- Have you done a sweep for annoying jargon or business babble? (Everything should be clearly articulated, so it's easy for the hiring manager to quickly understand what you do.)
- Is everything 100% true? (If you write that you're fluent in a foreign language on your résumé, you should be prepared to speak that language during your interview.)
- Have you conducted spelling and grammar checks?
- Finally, have you asked a friend who hasn't read your résumé before to provide a final glance for errors, inconsistencies, or confusing phrasing?
- If you've checked the boxes of all the résumé tips that apply to you, you should be ready to submit your résumé for grading.