

# COLLEGE RÉSUMÉ RUBRIC

	1 - Beginner	2 - Intermediate	3 - Advanced	Level	Comments
<b>Readability</b>	Verb tense and punctuation are not consistent. Titles, institutions and dates are not formatted consistently. Contains spelling mistakes or incorrect words (autocorrected by spell check).	Grammar and spelling is accurate. Titles, institutions, dates and punctuation are formatted consistently. May use more than three font variations. Alignment may be varied. May be more than one page.	Content, formatting, alignment and font styles are accurate and consistent. Easy to scan. Information is concise and relevant. Exceeds one page if relevant experiences are extensive. Can quickly identify target roles.		
<b>Contact Information</b>	Includes your name and a way for the reader to contact you. If an email address is listed the name may not be professional.  Example: <b>Aaliyah Elbaz</b> catlover@gmail.com	Includes essential information: name, phone number, email address and city and state. The email may not be professional. There may be mistakes in the spelling of the email domain or state abbreviation.  Example: <b>Aaliyah Elbaz</b> 888-888-8888 catlover@gmal.com Los Angeles, Ca	Includes name, phone number, a professional email address, city and state, and LinkedIn or professional profile URL.  Example: <b>Aaliyah Elbaz</b> 888-888-8888 mediamarketer@gmail.com Los Angeles, CA linkedin.com/in/aaliyahelbaz		
<b>Headline (Recommended)</b>	Reads like an objective statement. Describes how you are seeking employment. Does not include future career roles or academic areas of interest.  Example: <i>Seeking opportunities to build my skills.</i>	May read like an objective statement, but includes academic area of interest and/or general career goal. Content is beginning to highlight your unique professional self, but is not specific. May repeat information that is in other sections of the résumé.  Example: <i>Marketing major seeking an internship in the beauty industry.</i>	Reads like a professional brand statement. Academic areas of interest and/or causes of interest are relevant to the workplace and specific. Builds upon information in other sections of the résumé.  Examples: <i>Graduate student familiar with online marketing, graphic design and photography.</i>  <i>Online Marketing   Graphic Design   Photography</i>		
<b>Summary (Optional)</b>	Does not read like paragraph. Does not include “I” statements. Uses vague or broad words to describe skills or strengths. May read like an objective statement. May be more than three lines of text. May read like an online profile rather than a summary of information in other sections of the résumé.  Example: <i>Graphic designer who is hard-working and creative. Likes drawing and photography. Seeking a paid internship. Friendly and kind to co-workers.</i>	Begins to summarize information in other sections of the résumé. Includes descriptive words that describe two or three <a href="#">career-ready</a> , <a href="#">professional</a> or discipline-specific skills that you possess. May include an example to support these skills. May include specific areas of interest explored in your classes. Information may still be broad.  Example: <i>Creative social media marketer with experience developing brand campaigns.</i>	Summarizes key experiences described in more detail in other sections of the résumé. Includes descriptive words that highlight professional skills you possess. Gives specific examples of experience in areas of interest. May include outcomes that highlight the contribution you can make at a company.  Example: <i>Collaborative, creative, and detailed social media marketer with experience developing brand campaigns including logo design, video content, and audience engagement. Increased brand awareness among Latinx college students by 150% within one week.</i>		

## COLLEGE RÉSUMÉ RUBRIC (continued)

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<b>Education</b>	The name of the university may be listed, but the degree and major may not be included. The name of the university may be abbreviated (e.g., CSULA). The date when you started the degree program may be listed (e.g., <i>Aug. 2022 – present</i> ). Includes high school education.	Education is partially complete. It includes the name of institution(s), the degree and major, and expected graduation date. The degree may be abbreviated (e.g., B.S.). The institution may be abbreviated (e.g. Cal State LA). The graduation date may mention the semester (e.g., Spring 2025). If student has not graduated yet, intended date is listed and may include words like anticipated or expected. Does not include high school information.	Education is complete including the full name of the institution(s), the full name of the degree(s) with the major, and graduation date specifies the month and year (e.g., May 2020). If student has not graduated yet, intended date is listed and does not mention “expected.” May also include a GPA if it’s 3.5 or above. May list academic honors and awards under the degree. Does not include high school information.		
<b>Relevant Coursework (Optional)</b>	Lists lower division or introductory courses. May not use the course title. May list more than four courses. May include course number.	Lists upper division courses with the course title. Courses listed may not be targeted to easily identify your career focus. Lists four or less courses.	Lists upper division courses with the course title. May include a lower division courses if it focused on a specific skill required for your future career interest. Courses listed clearly related to your career focus areas. Lists four or less courses.		
<b>Class Projects</b>	Includes a project, research, presentation, or paper. May list the course, but not include the course name or number. May list position in the group work instead of the title of the project. May not indicate the institution where the project was completed. May not include the start and end dates of the project.  Bullet points may not be specific to the academic discipline.  The bullet points my start with “I” statements or nouns (e.g., responsible for) instead of action verbs.	Includes a project, research, presentation, or paper. Lists the title. Lists the course name and number. Lists the institution where the project was completed. Includes start and end dates of the project.  Bullet points include the actions you took to complete the projects. Bullet points may be general and have limited mention of academic content or strategies used. Bullet points may describe a challenge that was solved and the outcomes.  Bullet points start with action verbs and the verb tense matches the period of the experience; for example, if you are no longer doing the experience you use past tense (e.g., studied), and if you continue to do the experience you use present tense (e.g., study).	Includes a project, research, presentation, or paper. The title, course number and name, institution, and start and end dates are listed.  Bullet points describe the steps taken to complete the project or a challenge that was solved and the outcomes. Bullet points are specific to the project scope and mentions academic content, strategies, methods, or theories used.  Bullet points start with action verbs in the tense appropriate to the time of the experience.		

## COLLEGE RÉSUMÉ RUBRIC (continued)

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<b>Experience</b>	<p>At least one experience is included. This experience can be a volunteer role, a position in a student organization, community service activity, a job shadow or career conversation, a lab or research position, a part-time or on-campus job, a conference or seminar attended, an internship, or a full-time job. The experience may not be specific to your academic or career interests, yet it displays career-ready skills.</p> <p>The experience may not include a position title, the name of the organization and the location, or the start and end dates of the experience. The experiences may not be listed in reverse chronological order.</p> <p>The bullet points may describe job duties instead of accomplishments. The bullet points may start with “I” statements or nouns (e.g., responsible for) instead of action verbs.</p> <p>Example Bullet Point:</p> <ul style="list-style-type: none"> <li>• <i>Responsible for organizing my team’s presentation.</i></li> </ul>	<p>At least one experience relevant to your academic discipline or career interest is included. This experience can be a volunteer role, a position in a student organization, community service activity, a job shadow or career conversation, a lab or research position, a part-time or on-campus job, a conference or seminar attended, an internship, or a full-time job.</p> <p>The experience includes the position title, the name of the organization and the location, or the start and end dates of the experience. The experiences are listed in reverse chronological order.</p> <p>Bullet points start with action verbs and the verb tense matches the period of the experience; for example, if you are no longer doing the experience you use past tense (e.g., studied), and if you continue to do the experience you use present tense (e.g., study).</p> <p>Bullet points include the actions you took to overcome a challenge or to achieve an outcome you are proud of, for example.</p> <p>Example Bullet Point:</p> <ul style="list-style-type: none"> <li>• <i>Collected and combined team member’s work to make a united and readable presentation.</i></li> </ul>	<p>At least two campus and/or career exploration experiences relevant to your academic discipline or future career interests are included.</p> <p>The experience includes the position title, the name of the organization and the location, or the start and end dates of the experience. The experiences are listed in reverse chronological order.</p> <p>Bullet points start with action verbs in the tense appropriate to the time of the experience.</p> <p>Bullet points include the actions you took to overcome a challenge or to achieve an outcome you are proud of, for example. Bullet points provide details that answer who, what, when, where, why and how, for example.</p> <p>Bullet points are described from the perspective of the future internship or job roles and description. Specific skills and content described in the bullet points are relevant to the career-ready skills needed for the future position and include content specific to your target discipline/field.</p> <p>Example Bullet Point:</p> <ul style="list-style-type: none"> <li>• <i>Collaborated with team members on our presentation strategy achieving the campaign goal to increase engagement by 50 percent.</i></li> </ul>		
<b>Skills</b>	<p>A technical or specialized skills section is omitted from the résumé. May list career-ready or soft skills such as communication, time-management or teamwork. (Note: career-ready or soft skills are better placed in accomplishment statements to demonstrate their validity).</p>	<p>Does not include career-ready or soft skills. Specialized skills are included such as computer and/or languages. If listing languages, you indicate the level or any qualifications to support your claim of a second language. May not include discipline-specific or relevant specialized skills (e.g., design, business, research).</p>	<p>Includes specialized, discipline-specific and required future work position skills. May have skill categories with each category on a new line with a subheading and list of skills specific to each category.</p> <p>Example: <b>Visual Design:</b> <i>InDesign, Illustrator, Premiere</i> <b>Programming:</b> <i>HTML, CSS</i></p>		
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