



TIE-BREAKER RESUME RUBRIC

	<i>Needs Improvement = 1</i>	<i>Above Average = 3</i>	<i>Excellent = 5</i>	<i>Rating (5 -0)</i> <i>Rank each category with 5 being excellent and 1 being needs improvement, 0 = unacceptable</i>
First Impression	Inconsistent / Missing parts / Wrinkled, etc.	Visually Acceptable	Polished Resume	
Format / Appearance	<ul style="list-style-type: none"> • Inappropriate length • Difficult to read • Font/spacing is inconsistent • Ineffective use of bolds/italics/underlines • Section titles missing or difficult to find. 	<ul style="list-style-type: none"> • Appropriate length • Fills page • Somewhat consistent font/spacing • Some use of bold/italics/underling, etc. • Section titles listed 	<ul style="list-style-type: none"> • Appropriate length • Fills page, but not overcrowded • Consistent font/spacing • Consistent use of bold/italics/underling, etc. • Section titles clearly listed and easy to find. 	
Organization	<ul style="list-style-type: none"> • Name, and contact info unclear or hard to find. • Inconsistent listing of titles. • Ineffective ordering of sections • Section titles do not highlight skills/experience. • Experience not in appropriate order (chronological, or importance). 	<ul style="list-style-type: none"> • Name listed / some contact information missing. • Titles, organizations, dates, and/or locations listed somewhat consistently. • Section ordered sufficient • Section titles sufficient • Experience somewhat listed in order. 	<ul style="list-style-type: none"> • Name and Contact info clearly listed at top. • Titles, organizations, dates, and/or locations listed consistently. • Section ordered in terms of importance • Section titles highlight relevant skills/experience • Experience listed in appropriate order. 	
Spelling	<ul style="list-style-type: none"> • Spelling/Grammar error 	<ul style="list-style-type: none"> • No spelling/grammar errors 	<ul style="list-style-type: none"> • No spelling/grammar errors 	
Content	<ul style="list-style-type: none"> • Ineffective use of action verbs. • Descriptions not concise and/or descriptive. • Keywords/skills not targeted toward objective. 	<ul style="list-style-type: none"> • Some use of action verbs. • Descriptions somewhat concise and descriptive • Keywords/skills somewhat targeted to the objective. 	<ul style="list-style-type: none"> • Use of variety of strong action verbs. • Descriptions are concise and descriptive • Keywords/skills targeted for the objective. 	
Overall	Resume fails to meet minimum requirements to be interviewed for a position.	Overall, meets an above average resume. I would consider this candidate to interview for a position.	Overall meets most of the criteria of an excellent resume. I would interview this candidate without question.	
Comments:				Total Score: