

Reviewer Key

Designated Assessment

Not Applicable

Needs Improvement

Résumé Rubric

For more information on the different formats of a résumé and the information included in each, visit www.jccmi.edu/internships

Step 1: Is the format of the résumé appropriate based on level of information included?

Format	☐ Functional Résumé	☐ Chronological Résumé	☐ Combination Résumé
	<i>Best suited for those that want to highlight relevant skills without related work experience</i> ☐ Includes robust skills section ☐ Skills supported by bullet statements ☐ Includes a brief experience section ONLY listing Job title, employer, location, and date	<i>Best suited for those that have experience in chosen field</i> ☐ Includes robust experience section ☐ Each experience is supported by skills-focused bullet statements	<i>Best suited for those that have both relevant skills and related work experience</i> ☐ Includes a brief skills section and a robust experience section ☐ Each experience is supported by skills-focused bullet statements

Step 2: Is the résumé easy to read and conveys a great first impression?

Appearance				
		Exemplary	Accomplished	Developing
	Organization <i>Goal: Clean, concise, and easy to read.</i>	☐ Fills the page ☐ Font is consistent/legible ☐ Consistent & strategic use of bold, <i>italics</i>, <u>underline</u>, & spacing ☐ Margins are .5" – 1" & has consistent alignment ☐ Attractive and professional	☐ Overcrowds the page ☐ Inconsistent but readable font ☐ Inconsistent use of bold, <i>italics</i>, <u>underline</u>, & spacing ☐ Margins too narrow/wide, but alignment is consistent ☐ Appears professional	☐ Does not fill the page ☐ Font inconsistent & unreadable ☐ No use of bold, <i>italics</i>, or <u>underline</u> ☐ Margins too narrow/wide, & alignment is inconsistent ☐ Is not professional
	Grammar & Spelling <i>Goal: An error free, polished, and professional résumé.</i>	☐ Well proofed, punctuation & capitalization are consistent ☐ Verb tense is consistent and accurate ☐ Free of personal pronouns (I, me, my, our, we, etc.) ☐ Strong word choice and use of technical terms	☐ 1-2 errors in spelling & consistency ☐ Verb tense is inconsistent ☐ Contains 1-2 personal pronouns ☐ Strong word choice, lacking technical terms	☐ Multiple spelling and consistency errors ☐ Verb tense is inaccurate ☐ Written in first person ☐ Weak word choice used
	Header <i>Goal: To give a positive and lasting first impression</i>	☐ Name is professionally eye-catching in size and design ☐ Includes contact info.(email, phone number, address (City, State)) & LinkedIn link or professional website ☐ Email address is professional	☐ Name is eye-catching but lacks professional design ☐ Only includes basic contact information	☐ Name does not stand out ☐ Lacking one or more pieces of contact information ☐ Email address is unprofessional

Have Questions? Contact the Employment Hub at JC-CCE@jccmi.edu

Step 3: Is the résumé organized by sections designed to highlight your level of skills and experience?

Structure		Exemplary	Accomplished	Developing
	Education <i>Goal: Convey relevant academic qualifications and training</i>	- Includes name and location of institution, graduation date, full degree title, major and GPA (if over 3.0) - In reverse chronological order - Includes relevant coursework - Lists certifications w/ dates	- Includes all necessary information, but names/titles are abbreviated - Relevant coursework included without description - Achieved certifications are listed but missing dates	- Key information is missing - Education is not listed in reverse chronological order - No relevant coursework is included - Achieved certifications are missing
	Experience <i>Goal: Provide work history & experience gained</i>	- Position, organization name/location, and dates of employment included - Listed in reverse chronological order - Uses bullet statements that are skills and result driven	- Missing 1 key piece of employment information - Uses bullet statements that are task driven	- Missing 2 or more key pieces of employment information - Experiences are listed in chronological order - Information is written in paragraphs
	Skills <i>Goal: Highlight skills relevant to field.</i>	- Skills are industry specific - Incorporates both hard and soft skills - Uses bullet statements that are skills and result driven	- Skills are not industry specific, but transferable - Focuses on one type of skill - Uses bullet statements that are task driven	- Skills are generic - Information is written in paragraphs
	Add-ons (e.g. Activities, Achievements, Honor) <i>Goal: display additional pertinent info.</i>	- Sections are relevant, well-organized, and easy to understand - Uses bullet statements that are skills and result driven	- Sections are relevant, but missing key information - Uses bullet statements that are task driven	- Sections includes information that is weak, incomplete, and/or irrelevant - Information is written in paragraphs

Step 4: Does the résumé have impactful statements?

Impact	Is it powerfully worded?	Is it result driven?	Is it quantitative?	Is it well rounded?
	- Great use of action words that impact skills listed - Uses adverbs to show quality (i.e., independently)	Accomplishments and results are ALWAYS emphasized throughout	- Often highlights quantifying results (\$, %, #) when appropriate - Level of proficiency is indicated for language/computer skills	- Hard skills directly related to field of interest - Uses many of below desired skills throughout your résumé

Skills Most Sought After by Employers

Problem Solving Flexibility/Adaptability Communication	Leadership/Influence Decision Making Critical Thinking	Organization Planning Teamwork
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Writing Powerful Bullet Statements

(Action Word + Task or Thing receiving Action) + Result = Bullet Statement

Organized	membership event	that lead to a 23% increase in organizational memberships
Expedited	customer wait room times	allowing an additional 15 customers to be served per day
Created	marketing campaign flyers	used companywide for promotional materials.

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