

Ontario Tech Career Centre

Resumé Rubric

General Resume Aspects:

	Appearance	Language
Excellent	<input type="checkbox"/> Format consistent throughout <input type="checkbox"/> Appropriate font type/size <input type="checkbox"/> Length does not exceed 2 pages (name/page number on page 2) <input type="checkbox"/> Sections are in appropriate order (as defined by industry)	<input type="checkbox"/> Industry-specific wording used appropriately <input type="checkbox"/> Skills and accomplishments are well-articulated <input type="checkbox"/> Appropriate verb tenses used <input type="checkbox"/> Action words/phrases used effectively used to describe accomplishments <input type="checkbox"/> Language is professional <input type="checkbox"/> Variety in wording used <input type="checkbox"/> No spelling/grammar errors <input type="checkbox"/> No punctuation errors
Satisfactory	<input type="checkbox"/> Format mostly consistent <input type="checkbox"/> Appropriate font type/size <input type="checkbox"/> Length slightly exceeds 2 pages (or name/page number not on page 2) <input type="checkbox"/> Some sections seem out of order	<input type="checkbox"/> Industry-specific wording not used appropriately <input type="checkbox"/> Skills and accomplishments are fairly well-articulated <input type="checkbox"/> Appropriate verb tenses used most of the time <input type="checkbox"/> Action words/phrases used but do not always effectively describe accomplishments <input type="checkbox"/> Language could be more professional <input type="checkbox"/> Variety in wording could be improved <input type="checkbox"/> 3 or less spelling/grammar errors <input type="checkbox"/> 3 or less punctuation errors
Needs work	<input type="checkbox"/> Formatting inconsistent <input type="checkbox"/> Font is inappropriate <input type="checkbox"/> Length is too long (more than 2 pages) or too short (.5 of a page)	<input type="checkbox"/> Industry-specific wording not used <input type="checkbox"/> Skills and accomplishments not well-articulated <input type="checkbox"/> Verb tenses are inappropriate <input type="checkbox"/> Action words/phrases not used, accomplishments not described effectively <input type="checkbox"/> Language is unprofessional <input type="checkbox"/> No variety in wording <input type="checkbox"/> More than 3 spelling/grammar errors <input type="checkbox"/> More than 3 punctuation errors

Comments:

	Header	Objective	Highlight of Qualification
Excellent	<input type="checkbox"/> Name is clearly visible on resume <input type="checkbox"/> Includes address, phone number, professional email address	<input type="checkbox"/> Specific to position applying for; states job title and name of company <input type="checkbox"/> May identify skills employer is seeking (i.e. "position Abc where strong communication is valued")	<input type="checkbox"/> Highlights candidates most marketable attributes that are relevant to the position <input type="checkbox"/> Skills are industry/job specific <input type="checkbox"/> Is in bulleted format (does not exceed 7 relevant bullets points)
Satisfactory	<input type="checkbox"/> Name is not clearly visible <input type="checkbox"/> Contact information is included but email address is not professional	<input type="checkbox"/> Only states job title or name of company -not both <input type="checkbox"/> Identifies skills but focused on individual not employer (i.e. "position Abc where I can gain strong communication skills")	<input type="checkbox"/> Skills are listed but not all are related to industry/job <input type="checkbox"/> In bulleted form but too long (more than 7) /too short (less than 4) <input type="checkbox"/> Lists vague or common skills (i.e. hardworking)
Needs work	<input type="checkbox"/> Name is not clearly visible <input type="checkbox"/> Contact information not included/not appropriate	<input type="checkbox"/> Job title and company name missing <input type="checkbox"/> Very vague (i.e. "to use my existing skills and experience")	<input type="checkbox"/> Skills not listed <input type="checkbox"/> Not in bulleted format <input type="checkbox"/> Lists vague or common skills only (i.e. hardworking)

Comments:

	Education and Qualification	Experience	Activities	References
Excellent	<ul style="list-style-type: none"> <input type="checkbox"/> Dates indicated, education listed by most recent first <input type="checkbox"/> Degree/diploma names & institution name spelled out appropriately, institution and location indicated <input type="checkbox"/> If applicable, minor, concentration, GPA (with grade equivalency), awards indicated <input type="checkbox"/> High school information removed (after third year) 	<ul style="list-style-type: none"> <input type="checkbox"/> Section broken down by type of experience (i.e. work related, volunteer) <input type="checkbox"/> Dates indicated, experiences listed with most recent date first <input type="checkbox"/> Each experience includes job title, organization name, city, province/country <input type="checkbox"/> Description in bulleted format <input type="checkbox"/> Appropriate action words/phrases used <input type="checkbox"/> Accomplishments, related attributes/focuses on industry-specific skills described <input type="checkbox"/> Experiences are current/recent (high school experiences removed after third year) 	<ul style="list-style-type: none"> <input type="checkbox"/> Section includes only activities related to degree/career <input type="checkbox"/> Dates included, section organized by most recent first <input type="checkbox"/> Information is current/relevant 	<ul style="list-style-type: none"> <input type="checkbox"/> References not included
Satisfactory	<ul style="list-style-type: none"> <input type="checkbox"/> Dates included but education listed in wrong order <input type="checkbox"/> Degree/diploma names not spelled out, institution and location not indicated <input type="checkbox"/> GPA or awards not listed properly <input type="checkbox"/> High school information remains after third year 	<ul style="list-style-type: none"> <input type="checkbox"/> Section broken down by type of experience but could be better organized <input type="checkbox"/> Dates included but not in correct order <input type="checkbox"/> Each experience includes job title, organization name, city, province/country <input type="checkbox"/> Description in bulleted format <input type="checkbox"/> Does not use appropriate action words/phrases <input type="checkbox"/> Bullets focus on unrelated skills, does not effectively describe accomplishments <input type="checkbox"/> Experiences are not current/recent 	<ul style="list-style-type: none"> <input type="checkbox"/> Section includes only activities related to degree/career <input type="checkbox"/> Dates not included or section not organized by most recent first <input type="checkbox"/> Information is current/relevant 	<ul style="list-style-type: none"> <input type="checkbox"/> References included (at least 1)
Needs work	<ul style="list-style-type: none"> <input type="checkbox"/> Education not included or at end of resume <input type="checkbox"/> Institution names, degree/diploma names, location not included <input type="checkbox"/> Dates not included 	<ul style="list-style-type: none"> <input type="checkbox"/> Section not broken down by type of experience, poorly organized <input type="checkbox"/> Dates not included or are inconsistent <input type="checkbox"/> Each experience does not include job title, organization name, city, province/country <input type="checkbox"/> Description not in bulleted format <input type="checkbox"/> Description does not describe accomplishments <input type="checkbox"/> No experiences listed (or are only high school-related) 	<ul style="list-style-type: none"> <input type="checkbox"/> No activities are listed or those listed are inappropriate (ie. "listening to music" or "watching TV") <input type="checkbox"/> Information is not current/relevant 	<ul style="list-style-type: none"> <input type="checkbox"/> References included on resume

Comments:

For more information or to book an appointment:

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