

Chronological Résumé Rubric

(804) 289-8547 | careerservices.richmond.edu

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Drop-in Hours: M-F, 2 to 4 p.m.



Alumni & Career Services

Student name: _____ Is this for a class? Yes or No

Course name: _____ Professor: _____ Class Day/Time: _____

Directions

1. This rubric is a guide to identifying the fundamental elements of a résumé.*
2. Proofread résumé for errors and complete the self-review checklist.
3. Bring the completed checklist and résumé to Career Services for review.

Self-Review	Career Services	
		PREPARATION
<input type="checkbox"/>		Reviewed Career Services résumé handouts and examples on-line.*
		CONTACT INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Name and current mailing address, phone number, and email address
<input type="checkbox"/>	<input type="checkbox"/>	Personal information, such as gender identity, birth date, age, race, or marital status, is NOT included
		EDUCATION
<input type="checkbox"/>	<input type="checkbox"/>	Name of university and location (e.g. University of Richmond, Richmond, VA), including any other post-secondary schools listed separately in reverse chronological order (most recent listed first)
<input type="checkbox"/>	<input type="checkbox"/>	Official name(s) of college degree(s) (Bachelor of Science in Business Administration, Bachelor of Arts, or Bachelor of Science), including major(s), minor(s) and/or concentration(s) spelled out
<input type="checkbox"/>	<input type="checkbox"/>	Expected date of graduation (month/year)
<input type="checkbox"/>	<input type="checkbox"/>	Study abroad experience (name of institution, dates), if applicable
<input type="checkbox"/>	<input type="checkbox"/>	GPA is listed to two decimal points and reflects cumulative GPA as accurately reported in BannerWeb (include only if 3.00 or better)
		EXPERIENCE
<input type="checkbox"/>	<input type="checkbox"/>	Experience/leadership/community service/extra-curricular activities include organization name, title or position, location (city and state; city and country if outside the U.S.), and dates of involvement
<input type="checkbox"/>	<input type="checkbox"/>	Dates are accurate and in reverse chronological order in each section
<input type="checkbox"/>	<input type="checkbox"/>	Bullet points start with action verbs* (not “responsible for”), and are NOT repetitive or passive
<input type="checkbox"/>	<input type="checkbox"/>	Bullet points include specific examples to emphasize transferrable skills and knowledge, as well as describe key accomplishments and contributions
<input type="checkbox"/>	<input type="checkbox"/>	Salary history is omitted (this should be included in a cover letter if requested)
<input type="checkbox"/>	<input type="checkbox"/>	Personal pronouns, such as “I,” “me,” or “my,” are not used
		SPELLING
<input type="checkbox"/>	<input type="checkbox"/>	All words used are familiar to most people
<input type="checkbox"/>	<input type="checkbox"/>	All words are spelled correctly—do NOT rely on spell check, it will not check words in all CAPS
<input type="checkbox"/>	<input type="checkbox"/>	All words that may be easily confused are used correctly—e.g. accept (to receive), except (to exclude); all right (is two words), alright (is NOT a word); affect (to bring about change), effect (the result); personal (private), personnel (staff members); role (a character assigned or a function), roll (to revolve)
		PUNCTUATION
<input type="checkbox"/>	<input type="checkbox"/>	Use of punctuation is consistent—i.e. if you use periods at the end of your phrases, then use them at the end of all the phrases, exclamation points are not used
<input type="checkbox"/>	<input type="checkbox"/>	Punctuation used to separate information is consistent
<input type="checkbox"/>	<input type="checkbox"/>	There are no commas between month and year as well as state and zip code
		GRAMMAR
<input type="checkbox"/>	<input type="checkbox"/>	All verbs are in first person and in the appropriate tense—i.e. ongoing activities should be in the present tense and completed ones in the past tense
<input type="checkbox"/>	<input type="checkbox"/>	All proper nouns (including trademarks) are capitalized, and no inappropriate capitalization is used
<input type="checkbox"/>	<input type="checkbox"/>	Numbers between one and nine are spelled out (ages of children can be in numerals); numerals are used for numbers 10 and above, except for adjacent numbers—e.g. twenty 10-year old boys and girls
<input type="checkbox"/>	<input type="checkbox"/>	Dates are consistent and words, if used, are capitalized—e.g. 11/2013, November 2013 or Fall 2013; “Current” or “Present” follows start dates for any ongoing activities or experiences

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Self-Review	Career Services	
		FORMAT
<input type="checkbox"/>	<input type="checkbox"/>	Number of returns or spaces between categories or items is consistent
<input type="checkbox"/>	<input type="checkbox"/>	There is plenty of white space—e.g. your résumé is not overcrowded and margins are appropriate
<input type="checkbox"/>	<input type="checkbox"/>	At arm’s length, the text and white space look balanced
<input type="checkbox"/>	<input type="checkbox"/>	The font is the same throughout the résumé
<input type="checkbox"/>	<input type="checkbox"/>	Font size is between 10pt and 12pt
<input type="checkbox"/>	<input type="checkbox"/>	Your name is larger than the rest of the text on the page (generally 4-6pts larger)
<input type="checkbox"/>	<input type="checkbox"/>	Headings stand out from the text to make skills and qualifications easier to find
<input type="checkbox"/>	<input type="checkbox"/>	Bold, capitalization and/or italics have been uniformly used to make important items stand out
<input type="checkbox"/>	<input type="checkbox"/>	Bullets are either circles or squares, or a combination if sub-bullets are used
<input type="checkbox"/>	<input type="checkbox"/>	Bullets, dates, and hyphens are uniformly used and consistently spaced on the page
<input type="checkbox"/>	<input type="checkbox"/>	Résumé is on one page (front only)
		<i>Note: If this is a Finance résumé, use the finance format guidelines on the Career Services website</i>
		ADDITIONAL SECTIONS
<input type="checkbox"/>	<input type="checkbox"/>	Career Objective (rarely recommended): Is clear and includes a specific position, job function or organizational type
<input type="checkbox"/>	<input type="checkbox"/>	Awards/Honors: Includes official name for each honor or award, official name of organization or group, and month/year received (may be in its own section or part of the Education section)
<input type="checkbox"/>	<input type="checkbox"/>	Activities/Community Service: Includes official name of each organization offices or leadership roles, dates of involvement, does not use acronyms unless defined within the résumé
<input type="checkbox"/>	<input type="checkbox"/>	Skills/Unique Qualifications: Includes languages, certifications, publications, research projects, computer skills (list languages/software), and/or military service (if not otherwise described in another section)

DO YOU HAVE ANY SPECIFIC QUESTIONS OR CONCERNS ABOUT YOUR RESUME FOR THE REVIEWER?

ADDITIONAL COMMENTS (FROM REVIEWER):

Please note:

Final résumés submitted to an employer as paper copies should be printed on résumé quality paper (ivory, gray or white, 100% cotton), with the watermark right side up, and should not be stapled to other application materials. If the résumé is being sent through the mail, then it should be placed in a large manila envelope or one that matches the résumé paper.

** Please refer to the “Résumé and Resources” section of the Career Services website for resume examples and more details about “Writing a Résumé,” “Résumé Formatting Tips,” “Transferrable Skills,” and “Action Verbs.”*
<http://careerservices.richmond.edu/jobs-and-internships/resources/resumes-resources.html>

Signature of Career Services: _____ Date: _____