



NOTES:

Use this rubric to determine the readiness of your document.

KEY:		S = SATISFACTORY	R = REVISE
S	R	<p>APPEARANCE: Headings and content are consistent between sections with white space and bold print, CAPITALIZATION, <i>italics</i>, bullets, and indentations used to make it visually appealing and highlight main points. Margins are 0.5 - 1 inch, easy to read font (Times New Roman, Arial, etc), and font size 10 - 14 pts.</p> <p>Comments:</p>	
S	R	<p>HEADING: Name and Contact Information - Name (14 - 16 pt font and should be the largest font on your document - use the name that you want to be called), mailing address, phone number, email address and personalized LinkedIn URL or professional website.</p> <p>Comments:</p>	
S	R	<p>EDUCATION: Bachelor of Arts Degree along with Major(s)/Minor(s) and tracks or concentrations should be listed. Included should be the institution with location and graduation date. Optional content can include GPA (if above a 3.0), specified as major or overall GPA, as well as study abroad, honors, awards, or scholarships.</p> <p>Comments:</p>	
S	R	<p>EXPERIENCE: Each organization is listed in reverse chronological order and includes title, name of the organization, location (City, State) of the organization, and dates of experience (Month/Year).</p> <p>Comments:</p>	
S	R	<p>W.H.O.: When writing about experiences use the acronym WHO: What I did, How I did it, the Outcome. Omit irrelevant and/or outdated information.</p> <p>Comments:</p>	
S	R	<p>GRAMMAR, SPELLING, AND PUNCTUATION: No pronouns (I, me, their, our, my, we). Past tense verbs are used for past experiences and present tense verbs for current experiences. Do not overuse the same verbs.</p> <p>Comments:</p>	
S	R	<p>OPTIONAL SECTIONS: Any additional sections should be relevant. If including a skills section, the skills listed are technical in nature not personal qualities (e.g. good communication, organized, team player, etc.).</p> <p>Comments:</p>	

