

Resume Writing Rubric

General Formatting

- One page (white paper 8 1/2' X 11')
- No bolds, italics, or underlines
- No borders,
- Legible fonts, black
- Lists instead of bullet points
- Short sentences
- No graphics or clipart
- Do not include references

Header

- Include contact information (name, address, phone number, email)

Descriptive Phrase

- Short sentence or two about personality, professional goals.

Education

- List history from most recent to oldest
- Include years attended and indicate completion, if applicable

Work History

- List history from most recent to oldest
- Include only 1-3 past employers
- Include years worked, official title, duties, and equipment/software used

Accolades/Accomplishments/Awards

- List awards toward the bottom of your resume
- Select items showcasing both personal and professional identities.