

Resume Review Checklist & Rubric

This resume checklist and rubric is a tool to review the core elements of an entry-level professional resume. This will help you identify which general areas of your resume needs improvements and which areas meet employer expectations. You can use it for self-assessment, in a career coaching appointment, or in a resume review with an instructor or employer. The resume checklist and rubric is based on general Canadian employer expectations. Some industries have specific resume guidelines. You may need to do additional research and draw from your own knowledge about your field to tailor your resume. Make sure to check the job posting and research the hiring organization to find out whether any specific resume formatting or information is required.

Resume Writing & Resources

Resumes typically include the following sections: profile header, summary of qualifications, education, and work experience. Secondary content can include professional memberships, awards, activities, community service/volunteer work, publications, research projects, presentations, licenses, certification, or unique skills (e.g., languages, computer languages, or software, etc.). For resume writing tips and examples, refer to the Centre for Experiential and Career Education’s Career Resources website (www.ufv.ca/jobs/career-services/careerresources/). For coaching on resume writing tips, book a career coaching appointment with a Career Peer through CareerLink: <http://www.ufv.ca/jobs/careerlink/careerlink-for-students/>

Resume Review Instructions:

1. **Student:** If reviewing the resume with a Career Peer, employer, or instructor, refer to a copy of your resume during the review.
2. **Reviewer:** Use the resume checklist on the left-hand side to check if essential components for the resume section are included. Then review the criteria by starting at “Meets Employer Expectations” and work your way to the right. Once you find a statement that is fully accurate and can move no further to the right, circle that level for that section. Continue with all criteria. Add notes for further feedback if needed.
3. **Student:** Review the feedback from your resume review to apply any changes needed to address gaps in your resume.

Resume Review Checklist & Rubric

Resume Rubric Resume Checklist	Meets Employer Expectations	Partially Meets Employer Expectations	Does not Meet Employer Expectations
Profile Header & Contact Information <input type="checkbox"/> Name <input type="checkbox"/> Location (city, province) <input type="checkbox"/> Phone <input type="checkbox"/> Email Address <input type="checkbox"/> LinkedIn Profile or portfolio website (optional)	<p>All information from the checklist is included prominently at the top of the resume</p> <p>A professional e-mail address is provided</p> <p>Optional: Hyperlink to LinkedIn or another career portfolio site is functional, and the profile is complete</p>	<p>Some profile information is missing</p> <p>Optional: Hyperlink to LinkedIn or another career portfolio site is functional, but the profile is incomplete</p>	<p>Multiple components of header information are missing</p> <p>Name does not stand out from the text</p> <p>Difficult to locate contact information</p> <p>Optional: Hyperlink to LinkedIn or another career portfolio site is not functional</p>
Summary of Qualifications <input type="checkbox"/> Summarize accurately your overall experience towards a specific industry or role	<p>Skills and experience listed are relevant to a specific industry or role</p>	<p>Skills and experience listed are not all relevant to the specific industry or role</p>	<p>Skills and experience are vague or not specific to industry or role</p>
Education <input type="checkbox"/> University name <input type="checkbox"/> Location <input type="checkbox"/> Anticipated/or graduation date <input type="checkbox"/> Name of program	<p>All information on the checklist is present and correctly formatted</p>	<p>There are a few items of information from the checklist that are missing or incorrectly formatted</p>	<p>There are multiple items of information from the checklist that are missing or incorrectly formatted</p>

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<p>Experience</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listed in reverse chronological order <input type="checkbox"/> Company name <input type="checkbox"/> Location <input type="checkbox"/> Dates <input type="checkbox"/> Job title <input type="checkbox"/> Achievement statements (outcome-oriented action/skill statements) 	<p>All information on the checklist is present</p> <p>Action statements focus on skills, describe actions taken, and the results obtained</p> <p>Action statements demonstrate a variety of transferrable skills</p> <p>Accomplishments/results quantified or qualified where appropriate</p>	<p>Descriptions could be improved to describe tasks, duties, transferrable skills, and accomplishments in a more detailed and compelling way</p>	<p>Content is missing</p> <p>Lacks detail: what, how, results, etc.</p> <p>Focuses on tasks or duties rather than accomplishments</p> <p>Descriptions are not detailed enough to fully understand what was done or it is difficult to discern transferrable skills</p> <p>Accomplishments/results are not quantified where appropriate</p>
<p>Optional – Secondary Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listed in reverse chronological order <input type="checkbox"/> Formatting consistent with experience section <input type="checkbox"/> Optional: Role of professional memberships is clear (e.g., student member) 			

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<p>Contextualization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information on resume is tailored for a specific industry, organization and job posting 	<p>Resume is clearly targeted for a specific industry</p> <p>Skills or other categories listed are relevant to target job</p> <p>Uses language to further demonstrate organizational fit</p>	<p>Resume seems targeted for a specific industry</p> <p>Small improvements needed to align skills or other categories with target job</p> <p>Content includes some industry-related keywords</p>	<p>Resume is generic and does not seem targeted for a specific industry</p> <p>Skills and other categories are unclear or irrelevant to target job</p> <p>Content does not include industry-related keywords</p>
<p>Visual Appearance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pages numbered <input type="checkbox"/> Letter size (8.5" x 11") <input type="checkbox"/> Margins (1-inch or 2.54cm) <input type="checkbox"/> Category headings <input type="checkbox"/> Bullet points <input type="checkbox"/> Bullet style <input type="checkbox"/> Alignment <input type="checkbox"/> Date formats <input type="checkbox"/> Font size <input type="checkbox"/> Font type <input type="checkbox"/> Header style <input type="checkbox"/> Margins <input type="checkbox"/> Effective use of empty spaces 	<p>Strong professional presentation. Layout is visually appealing.</p> <p>Consistent formatting and design elements throughout resume.</p> <p>Easy to read and scan. Can locate key details, encouraging a deeper read</p> <p>Use of bullets points to break up paragraphs and separate achievement statements</p> <p>Good use of white space: text is not overcrowded or too spaced out</p> <p>Font and point size enhance readability</p>	<p>Format helps to locate information</p> <p>Some sections are formatted inconsistently</p> <p>Text appears somewhat overcrowded or somewhat spaced out</p>	<p>Layout is not appealing and easily scanned</p> <p>Sections are formatted inconsistently</p> <p>Text appears very overcrowded or too spaced out</p> <p>Font and point size distract from readability</p>

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<p>Language</p> <ul style="list-style-type: none"> <input type="checkbox"/> Achievement statements begin with action verbs <input type="checkbox"/> Correct tense used (past vs. present) <input type="checkbox"/> Omit extra words and personal pronouns 	<p>No errors in spelling, grammar; flows well</p> <p>Sentences have a varied structure</p> <p>Action verbs are varied, and enhance the reader's understanding of the tasks, duties, transferrable skills, and accomplishments</p> <p>Writing is concise and precise</p> <p>Uses positive and engaging language to pique interest of reader</p>	<p>No grammar or spelling errors</p> <p>Sentences are somewhat varied in structure</p> <p>Action verb selection is conventional</p> <p>No slang, unclear acronyms, or jargon</p>	<p>Grammar and spelling errors are present</p> <p>Sentences are not varied in structure</p> <p>Action verbs are not varied</p> <p>Action verbs are not appropriate for description of skill (e.g., using <i>managed</i> when the student did not manage in role)</p> <p>Uses slang, undefined acronyms, and jargon</p>
<p>Other</p> <ul style="list-style-type: none"> <input type="checkbox"/> References not included <input type="checkbox"/> Does not include personal information (e.g., SIN, age, etc.) <input type="checkbox"/> Resume length is a maximum of two pages 			