|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Exceeds Expectations** | **Meets Expectations** | **Below Expectations** |
| **Section 1: Overall Appearance**  **/Style** | * Resume length is appropriate, given the number of relevant qualifications, education, experience, etc. * Consistent use of margins ranging from 0.5"–1.0" on all sides * Font style(s) (no more than 2 used in the resume) is consistent, professional, and legible * Font sizes are appropriate; easy to find sections and readable * Excellent use of special characters and styles (e.g., bullets, bold, small caps, underline, shading, italics, and/or borders) * Excellent balance of blank space and text | * Resume length is appropriate, given the amount of relevant qualifications, education, experience, etc. * Consistent of margins ranging from 0.5"–1.0" on all sides * Font style(s) (no more than 2 used in the resume) is somewhat consistent, professional, and legible * Font sizes are appropriate; somewhat easy to find sections and readable * Good use of special characters and styles (e.g., bullets, bold, small caps, underline, shading, italics, and/or borders) * Good balance of blank space and text | * Resume length is not appropriate, given the number of relevant qualifications, education, experience, etc. * Inconsistent use of margins not ranging from 0.5"–1.0" on all sides * Font style(s) is not consistent, professional, and/or legible * Font sizes are either too large or small; sections are not clear, easy to locate and/or readable * Poor use of special characters and styles (e.g., bullets, bold, small caps, underline, shading, italics, and/or borders) * Poor balance of blank space and text |
| **Section 2: Organization/Layout** | * Excellent use of the layout for one’s name, contact information, and section headings * Clear use of a consistent chronological, functional, or combination resume format * Strongest sections/qualifications are located in the top half of the resume | * Good use of the layout for one’s name, contact information, and section headings * Somewhat clear use of a consistent chronological, functional, or combination resume format * Some of the strongest sections/qualifications are located in the top half of the resume | * Poor use of the layout for one’s name, contact information, and section headings * Unclear use of a consistent chronological, functional, or combination resume format * Strongest sections/qualifications are not located in the top half of the resume |
| **Section 3: Formatting/**  **Grammar/**  **Punctuation** | * No spelling error(s) found * No grammatical error(s), such as verb tense, found * Format consistency with dates (month and year) and/or locations (city, state) throughout the resume * Punctuation consistency throughout the resume | * 1-2 spelling error(s) found * 1-2 grammatical error(s), such as verb tense, found * Minor format inconsistency with dates (month and year) and/or locations (city, state) throughout the resume * Minor punctuation inconsistency throughout the resume | * 3+ spelling errors found * 3+ grammatical errors, such as verb tense, found * Format inconsistency with dates (month and year) and/or locations (city, state) throughout resume * Punctuation inconsistency throughout the resume |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 4: Content**  (Part I) | * Name and contact information are highly visible and include phone number and professional email (at minimum); complete address provided; also a LinkedIn or portfolio address is provided. * Objective/Summary is effective and customized to a targeted position * Skills/Qualifications section contains a balance of hard and soft skills; written in a fragment sentence format and not a ‘laundry list’ format; listed skills are relevant to the targeted position | * Name and contact information are somewhat visible and include phone number and professional email (at minimum); complete address provided; also a LinkedIn or portfolio address is provided. * Objective/Summary is somewhat effective and customized to a targeted position * Skills/Qualifications section contains a partial balance of hard and soft skills; written in a fragment sentence format and not a ‘laundry list’ format; listed skills are somewhat relevant to the targeted position | * Name and contact information do not stand out; unprofessional email and/or incomplete address provided; also no LinkedIn or portfolio address is provided. * Objective/Summary is ineffective and not customized to a targeted position * Skills/Qualifications section does not contain a balance of hard and soft skills; written in a ‘laundry list’ format; and/or listed skills are not relevant to a targeted position |
| **Section 5: Content**  (Part II) | * Education section includes key information regarding the school, location, degree, major, graduation, relevant coursework, and accomplishments * Experience section includes position title, department (if applicable), organization name, location, and dates of employment * Experience section bullet points are concise, well-written, quantified and qualified with accomplishments highlighted; an excellent use of verbs/action words | * Education section includes some key information regarding the school, location, degree, major, graduation, relevant coursework, and/or accomplishments * Experience section includes position title, department (if applicable), organization name, location, and dates of employment * Experience section bullet points are somewhat concise, well-written, quantified and qualified with accomplishments highlighted; a good use of verbs/action words | * Education section is missing key information regarding the school, location, degree, major, graduation, relevant coursework, and/or accomplishments * Experience section is missing information regarding the position(s) held * Experience section bullet points are not concise, well-written, quantified and/or qualified with accomplishments highlighted, and a poor use of verbs/action words |
| **Section 6: Content**  (Part III) | * Volunteer work, community involvement, student organizations, etc., have been included appropriately with leadership roles and/or involvement explained clearly | * Volunteer work, community involvement, student organizations, etc., have been included appropriately with leadership roles and/or involvement explained somewhat clearly | * No volunteer work, community involvement, student organizations, etc., have been included appropriately with leadership roles and/or involvement explained unclearly |

# **Content**

* **Correct Grammar & Punctuation ~ *Proofread, Proofread, Proofread!***
  + Be mindful of verb tense usage.
* **Consistent Formatting with Dates, Titles, and Locations. ~ *One for All and All for One Rule***
  + - Once you establish a format, stick to it; set up the rest with that same format. Example:

**XYZ Communications**, Rosemont, IL, August 2008- Present

Marketing/Sales Coordinator

**ABC Company**, Des Plaines, IL, July 2005-August 2008

Contract Administrator

* **Appropriate Sections Included and Used Effectively**
  + ***Name and contact information*** are highly visible and include a phone number and professional email (at minimum); complete address provided; a LinkedIn or portfolio address is provided.
  + ***Objective/Summary*** is effective and customized to a targeted position.
  + ***Skills/Qualifications*** section contains a balance of hard and soft skills; written in a fragment sentence format and not a ‘laundry list’ format; listed skills are relevant to the targeted position.
  + ***Education*** section includes key information regarding the school, location, degree, major, graduation, relevant coursework, and accomplishments.
  + ***Experience*** section includes position title, department (if applicable), organization name, location, and dates of employment, and bullet points are concise, well-written, quantified, and qualified with accomplishments highlighted; excellent use of verbs/action words.
  + ***Volunteer work, community involvement, student organizations, etc.,*** have been included appropriately with leadership roles and/or involvement explained clearly.

# **Overall Appearance**

* **Appropriate Length**
  + Typically, you want your resume to be 1 full page. At most, try to keep your resume between 1-2 pages long. You want to avoid leaving too much white space.
* **Consistency**
  + Font size and style used. No more than 2 styles. Content font size should be between 10-12. Your name font size can be between 14-16. Must be easy to read.
  + Appropriate use of customization tools. Examples: spacing, bullets, bolding, underlines, italics, shading, capitalization, etc.
  + Margins should be between 0.5”-1.0”, no more than 2.0”.
* **Organization**
  + Clear use of a consistent chronological, functional, or combination resume format.
  + Strongest sections/qualifications located in the top half of the resume.

**\*Rule of Thumb - ALWAYS CHECK THE COMMENTS!**

Even if your submitted document is approved on Handshake, the reviewer may have left you feedback and editorial suggestions that are strongly encouraged to consider before presenting your resume to prospective employers.

**What does it mean if my resume wasn’t approved on Handshake?**

The reviewer found major formatting errors that can be corrected for a more polished and professional presentation, ultimately improving your chances of securing the job you are applying for.

**What’s my next step?**

We strongly encourage you to contact the Office of Career Services to schedule an in-person/virtual appointment to discuss changes your resume may need. You are also welcome to utilize our [Resume Guide](https://www.govst.edu/Campus_Life/Career_Services/R%C3%A9sum%C3%A9_Guide/) as a resource when drafting your resume.