# BGS RESUME RUBRIC                    Total Score out of 100: _____

| Criteria & Score | Excellent: no deduction | OK: deduct 3 per bullet | Re-do: deduct 6 per bullet |
|---|---|---|---|
| **Appearance and Organization:** Does the resume attain clarity and elegance on the level of design<br><br>**SCORE_____** | • Exhibits consistent and appropriate formatting (bold, italics, font choice, spacing) & balances text and white space effectively<br>• Provides section headings that accurately reflect content, and content sufficient enough to justify a separate heading* | • Exhibits minor inconsistencies in formatting<br>• Some sections don't include enough content to justify their own categories | • Exhibits major formatting errors, manages space poorly<br>• Ineffectively organizes info under respective categories |
| **Grammar & Mechanics:** Is the resume error-free?<br>**SCORE_____** | • Contains no errors of spelling, punctuation, or grammar | • Contains minor errors of spelling, punctuation, and grammar | • Contains significant errors |
| **Contact Information:** Is it easy to gather this crucial info at a glance?<br><br>**SCORE_____** | • Prominently displays full name, phone number, and a professional e-mail address<br>• Can include a hometown | • Provides complete contact information, but name is either too small or too large. | • Provides incomplete, inappropriate, or poorly formatted contact information |
| **Education:** Does the resume include the full and specific range of applicable educational experience?<br><br><br><br><br><br><br>**SCORE_____** | • Specifies anticipated graduation date and degree<br>• Lists Major(s) & minor(s)** and includes all higher-educational institutions attended, noting names, dates, locations, and GPA if above a 3.0. Identifies Honors affiliation as: "College of Charleston Honors" | • Leaves out either anticipated graduation date or degree<br>• Leaves out a small amount of information concerning education details (missing location, dates, or majors/minors, or Honors College affiliation). | • Does not identify a degree or graduation date<br>• Omits significant education details and does not identify Honors College affiliation anywhere on resume |
| **Experience:** Does the resume aptly contextualize pertinent experience and identify the relevant competencies?<br><br><br><br><br><br><br><br><br><br><br><br>**SCORE_____** | • Uses appropriate category labels that accurately reflect respective experiences<br>• Identifies organization name, location, dates of service, and official title<br>• Includes a prioritized bulleted list for each experience strategically stating responsibilities, contributions, and qualitative and quantitative outcomes<br>• Offers concise, *incomplete* sentences driven by strong and precise action verbs<br>• Uses no personal pronouns<br>• Employs correct verb tense | • Uses generic category labels where more specialized ones could better frame experiences<br>• Omits some key info<br>• Includes a bulleted list for each experience but the information included seems unclear and unorganized at times<br>• Uses incomplete sentences, but occasionally chooses weak or repetitive verbs<br>• Uses 1-2 personal pronouns<br>• Occasionally confuses verb tense | • Does not use clear or useful category labels<br>• Omits a good deal of key info<br>• Excludes bulleted lists for key experiences, and the lists offered lack clarity and organization<br>• Uses weak and repetitive verbs<br>• Uses personal pronouns and complete sentences<br>• Consistently confuses verb tense |
| **Skills, Certifications, Affiliations:** Does the resume provide key info not offered elsewhere?<br><br>**OPTIONAL—no score** | • Lists only the most relevant information and no soft skills: include language skills, certifications, high-level tech skills | • Lists relevant skills, certifications, but includes soft skills (e.g. "Microsoft Word" or "good communicator") | • Includes irrelevant, vague, and repetitive information |

\* At first, your resume will combine certain categories—e.g. honors and awards will likely be included under "Education." But as your resumes grow, categories will change accordingly. For example, you might have two separate categories for different kinds of work experience, or a separate section for awards and honors.
\*\* For the purposes of your first-year resumes, include prospective majors and minors if not declared.