RESUME RUBRIC

	1. Resume needs significant improvement and probably would not be considered	2. Resume is adequate; additional improvement is recommended	3. Resume is average; could be helpful landing you an interview; few improvements	4. Resume is above average; should be competitive for landing an interview	SCORE
Header	The header is hard to read and missing information. Some information may be inappropriate, such as a unprofessional e-mail address.	Your name and header information are hard to read or may be confusing. Phone numbers are not clearly labeled and some information may be missing or contain typing errors.	Header information is easy to find but your name is not the most prominent on the page. Current and permanent contact information may be labeled incorrectly.	Header information is easy to read and contains all necessary information.	
Objective	No objective listed.	Objective listed however it does not "fit" with the content on the resume.	Clearly articulated objective statement with some supporting information.	Clearly states what position you are applying for, and your qualifications for that position are listed on the resume.	
Education Section	This section is missing some crucial information, i.e. Institution listed without a location, graduation date is not listed, major is listed but not the proper name of the degree.	This section is not well organized. Some information is missing. There is no order to read. This section includes: institution and location, graduation date, and how information is formatted in this section.	This section is organized and easy to read. This section includes: institution and location, graduation date, and proper name of degree. Some "extra" information that might help you is missing. (ex. Relevant coursework or honors and achievements.)	This section is organized, clear, and well defined. It highlights the most pertinent information. This section also helps add value for the position applied for by including relevant coursework or honors and achievements.	
Experience Section	This section is not well defined and there is no order to the descriptions of each position. Descriptions are not detailed and often no illustration of what was done. No locations and dates of employment are listed.	Descriptions are not in the form of bulleted points beginning with action verbs in past tense. Complete sentences in paragraph form are used instead. Employer name/places of work are included for each position, however position titles and/or dates of employment are missing.	Descriptions are clear in the form of bulleted statements beginning with action verbs in past tense. Descriptions are not detailed enough and do not directly relate to the position for which you are applying.	This section is well defined and marked in the form of bulleted statements beginning with action verbs. This section could be split into related experience.	
Other Sections	There is no relevant information in this section. Lacks descriptions or detailed information about leadership, teamwork, computer or other transferable skills. It does not appear to support the career goal objective.	This section is missing key information such as leadership positions held or dates of involvement. Organizations are listed describing the organization but not individual involvement. Computer skills are not listed. Relevancy is lacking.	This section contains all necessary information but is difficult to follow. Organization of information needs to be improved. Leadership roles within organizations are listed but skills are not apparent through the use of this section. Computer skills are listed.	This section is well organized and easy to understand. Information relates directly to the position. Leadership, teamwork, and other character traits are marked in the form of bulleted statements beginning with action verbs. This section could be split into related and other experience.	
Format	Resume is either a half page or three pages long. Font is too big or may be hard to read. Too much white space on the page. Overall not a good format to use.	The font and spacing of the resume is not appealing nor easy to scan. Information such as dates are inconsistent on the page. Contains numerous layout issues.	This resume has some uneven white space. Some information is inconsistent (dates, bolding, underlining). With minor edits can be corrected.	Overall the resume makes good use of space. Excellent layout. It can be easily scanned and is pleasing to the reader providing all necessary information.	
Communication Skills	There are multiple spelling errors. Resume does not display good communication skills.	There are more than one spelling or grammar errors. Communication skills are okay.	There may be a single spelling or grammar error. Communication skills are moderate-good.	There are no grammar or spelling errors. Communication skills are excellent.	

NOTE: *Total score of 21-28 is an acceptable range; however any section with a score of 2 or less needs improvement.*

TOTAL

ACTION WORD LIST

Examples of words that describe functional skills:

achieved	designed	informed	promoted
acquired	developed	initiated	provided
adapted	devised	insured	publicized
addressed	discovered	interpreted	published
administered	doubled	interviewed	recruited
analyzed	drafted	introduced	reorganized
anticipated	edited	launched	reported
assembled	eliminated	maintained	researched
assisted	enforced	managed	resolved
audited	established	marketed	reviewed
budgeted	evaluated	minimized	scheduled
calculated	examined	motivated	selected
centralized	exceeded	negotiated	separated
changed	excelled	obtained	set up
collaborated	expanded	operated	simplified
compiled	explained	organized	solved
composed	forecasted	originated	surveyed
condensed	formed	oversaw	staffed
conducted	founded	performed	supervised
constructed	generated	persuaded	taught
contracted	guided	prioritized	tested
converted	hired	planned	trained
coordinated	implemented	prepared	upgraded
created	improved	prevented	used
cultivated	improvised	produced	validated
demonstrated	increased	programmed	wrote

Examples of adaptive skill words that describe personal traits:

active	determined	forceful	productive
adaptable	diligent	honest	receptive
adept	diplomatic	independent	reliable
analytical	disciplined	innovative	resilient
articulate	discreet	inquisitive	resourceful
assertive	effective	keen	results oriented
broad-minded	efficient	loyal	self confident
committed	energetic	mature	self motivated
competent	enterprising	methodical	self reliant
competitive	enthusiastic	objective	sensitive
conscientious	exceptional	outgoing	sincere
cooperative	experience	personable	strong
creative	fair	poised	successful
dedicated	familiar	positive	tactful
dependable	firm	practical	tenacious

Formatting Tips

Do:

- 1-2 pages (2 pages is appropriate for Masters with good experience)
- Be sure your name and page number is on the second page
- Ease of reading and logical flow is important
- Use white space to make text stand out, at least 1 inch margins
- Use ONE serif font: Times New Roman/Ariel
- Consider putting headings in 12 point font, all CAPS, perhaps **BOLD** as well
- Centering Headings can help with space efficiency
- Keep info in chronological order within each heading
- Use key words relevant to the position/field
- Quantify accomplishments/results if possible
- Remaining text could be 10 point
- Use underlining with discretion
- Be consistent in formatting i.e. the abbreviation for Florida as FL not Fl, fla
- Tailor the objective for each position and modify info to better fit the objective if necessary
- Use integers for dates (mm/yy) w/o leading zeros
- Check and recheck spelling and grammar
- Maintain punctuation and capitalization standards
- Use good quality, neutral color paper and matching envelopes
- Use a laser printer

Avoid:

- Unusual email addresses and funky out going messages on your phone
- Crowding the page
- Italics unless it is customary i.e. Scientific flora & fauna
- Abbreviations
- Parenthesis
- Colors and different style fonts unless this is a marketing position
- Horizontal lines
- "I" statements by using phrases
- Information that does not support KSA's for the position
- Characters that are busy (wing dings)
- Exaggerate job titles, accomplishments or anything else! Everything should be verifiable or you lose credibility!

Dilemmas:

- Deciding the order of headings
- Affiliations/memberships that identify religious, ethnic or political groups
- Justifying text may or may not be helpful
- GPA

References:

- These go on a separate page set up with your identifying info at the top
- Put in descending order of strength

Resumes for Federal Government Positions:

- Special considerations abound
- The Student's Federal Career Guide: 10 Steps to Find and Win Top Government Jobs and Internships by Kathryn Troutman & Emily K Troutman, includes CD rom
- Making the Difference website at http://www.makingthedifference.org/index.shtml

The Career Center *Dream. Plan. Achieve.*
SVC 2088 • 813-974-2171 • M-F: 8-5 • www.career.usf.edu

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Writing Center

Tutoring and Learning Services
Handout created by Bryan Rice

Resume Writing

Compiling a resume can feel like a daunting task. Just like essay writing, resume creation works well as a process. Below is a three-stage process for creating a professional, elegant resume. Writing Center consultants are happy to work with students during any of these stages.

1. **Foundational Groundwork:** *Before worrying about the format of the resume and where to place everything in a document, consider beginning by compiling an informal list of past and present work experience and education. Here are some questions to get you started:*

   Objective: What particular position am I seeking? How will my skills be appropriate for this particular position?

   Education: What university did I attend, and what degree(s) have I earned or am I pursuing? In what subject is my degree? If I am still pursuing a degree, what is my expected month and year of graduation?

   Work experience: Where and for how long have I worked? What were my job titles, and what were my tasks?

   Computer skills: Am I proficient in any software like Excel, PowerPoint, etc.?

   Accomplishments: Have I won any academic, athletic, teaching, or volunteering awards? Have I been awarded any notable scholarships? Have I earned a high academic GPA? Have I taken any summer study abroad trips?

   Linguistic skills: Am I bilingual? Do I have intermediate proficiency in another language?

2. **Construction**

   The key to constructing a polished, *one-page* resume (depending on how long you have been working) is organization. An ordered resume demonstrates organizational skills even prior to the interview! There are no one-size-fits all resumes. Target your resume for the particular position you are interested in. You can even use the same words and headings listed in the job add.

   Typically, resumes begin with an objective and continue by listing educational background, work experience, and other skills at the bottom. Create headings for each section similar to those listed above in part one.

   For work experience, use bullet points with phrases rather than complete sentences. Action verbs, such as communicated, completed, produced, etc., help to convey your motivation.

3. **Polishing:** *Questions to consider in the polishing stage:*

   Details: Are my name, home address, email address, and phone number clearly listed at the top of the page?

   Target: Have I tailored my resume to appeal to a particular employer/opportunity?

   Typos: Have I corrected any misspellings and errors? Have I used correct tense throughout?

   Format: Is my resume in the standard 12 point, Times New Roman font?

   Clichés: Have I avoided cliché language, such as "team player" and "multi-tasker," to describe myself?

   Visual: Is there plenty of white space on the resume so that it doesn't look too crowded?

Resume Do's, Don'ts & Dilemmas

1. What is a resume?
A carefully written concise summary of relevant information about your education, experience, skills, qualifications and knowledge as it relates to the position for which you are applying.

2. What's the reason for having a resume?
It's a marketing tool whose primary purpose is to get you an interview!
It summarizes your related background and helps to structure the interview.
In addition, it provides a sample of your organizational and communication skills.

3. What components are essential?
Identifying Information   Education
Objective   Experience

4. Are there optional elements?
If it applies:

Research	Conference Presentations	Computer Skills
Publications	Honors	Language Skills
Certifications	Community Service	Professional Memberships
Leadership		

Identifying Information
Name in 14-16 point font
Address, phone, email address (10 point)
Avoid funky out going voice messages and email addresses. This is business.

Objective
Ideally has 3 parts: Position, Field/Environment, Skills or Characteristics
Example: To obtain a position as a Case Manager working with a minority population requiring experience in counseling, assessment, detailed documentation and outstanding interpersonal skills.

For additional assistance http://www.career.usf.edu/PDFs/Resume_Obj_brochure.pdf

Education
Put degrees in reverse chronological order
Type **degree** with major i.e. **Master of Public Health with a concentration in ...**
Full name of University: University of South Florida, Tampa, FL
Date of degree (not yrs attended): May 2009

Work Experience
Position Title, Employer, City, ST   mm/yy - mm/yy
- Action Verb with accomplishment/result/benefit & quantify if possible
- Present tense verbs for current positions, past tense for previous ones
- List from most to least significant to show the range of skills
- Use the strongest verb that is accurate for these 3 – 5 phrases
- Keep to one liners if possible so language must be concise but not so short that you fail to convey to the reader what you did
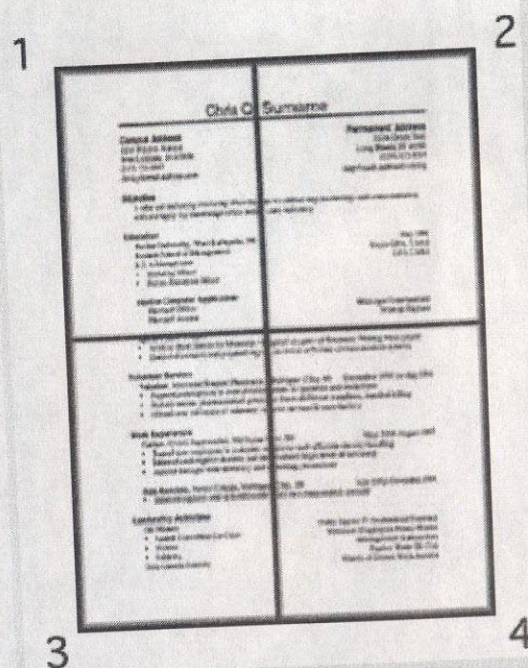- No end punctuation

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Image Caption: Resume split into quadrants.

Each one of your quadrants should have an equal amount of text and white space (empty space where there is no text). When your page is balanced, the reader will typically read anything in quadrant 1 first. So, you should put your most important information — anything you want the employer to see first — in this quadrant.

Using Columns to Lay Out Your Resume

One way to create a balanced page is by using columns to format your text. However, keep in mind that since employers spend so little time reading a resume, you want them to read through it with few stops. The reader's eye will stop when it reaches the end of each column. Although you might want to use columns to create a balanced page, you wouldn't want your reader to have to make too many stops and miss important information.Therefore, you should use no more than three columns on your resume. Remember that the first place your reader looks at will be located in quadrants 1 and 2, so the most important information should go here. Also keep in mind that when indenting information you might create extra columns, so be aware of your column count.

Here is an example of a resume section with three distinct columns. The first example has the columns marked in red so that you can see their placement.

Purdue University B.A Professional Writing	W. Lafayette, IN	Graduation: 12/99

Other types of emphasis

By using more than one font type in a way that is consistent throughout your resume (using, for example, a sans serif font for all headings, and a serif font for all text), you create emphasis. Another way to create emphasis is by using **bold**, CAPITALIZATION, *italics*, and <u>underlining</u>. Your choice for emphasis depends upon your personal taste. However, you should not mix methods, nor overuse them. You would not, for example, want to *<u>CAPITALIZE, ITALICIZE, AND UNDERLINE</u>* pieces of text; doing so would only make the text less visually pleasing for the reader. In addition, overusing these tools makes the reader ignore the items you wish to emphasize, thus limiting effectiveness. So, be sure to carefully choose which information should be emphasized.

The 20-second Test

How do you know when you have successfully created an easily read resume that allows employers to process information quickly? Try having someone perform the 20-second test on your resume. Simply time your reader for twenty seconds as he or she reads your resume. What all did he or she learn about you? If your reader noticed within twenty seconds what you want employers to learn about you, then most likely you have created an effective resume. If not, try moving important information to the first quadrant, checking that you have used sans serif and serif fonts consistently, and limiting the tools for emphasis you use in your document.

For more information about how to develop a résumé, visit these OWL resources:

- Résumé Workshop
- Résumé Design
- Résumé Workshop Presentation
- Job Search Documents for Working Class Positions

Purdue University
W. Lafayette, IN   Graduation:
B.A Professional Writing   12/99

To create columns of text, you can use the table function in Microsoft Word to create vertical and horizontal placements for your information.

Serif and sans-serif Fonts

By manipulating the fonts used in your resume, you can easily create a hierarchy of information. In general, fonts are divided into two categories: serif and sans-serif. Serifs are the short stems on the ends of the strokes of a letter, as in T of the Times New Roman font. Sans-serif fonts are fonts without stems — sans means without. Here are some examples of the two kinds of fonts.

Arial

Geneva

Helvetica

Charcoal

Image Caption: San serif fonts.

Times New Roman

Garamond

Palatino

Courier

Image Caption: Serif fonts

How you use these two font types depends upon how you want your reader to read certain sections of your resume. American audiences are used to reading serif fonts, so these fonts tend to keep the eye reading along the text. sans-serif fonts, on the other hand, make the eye stop. Therefore, sans-serif fonts are typically used for headings and titles, allowing the reader to quickly locate information, while serif fonts are used for descriptions.

The key to using fonts in your resume is to be consistent. For example, if you decide to use a sans-serif font for a main heading, do so for all your headings, and use the same sans-serif font each time. Generally, you should use no more than two fonts in your resume. Remember that you want to keep the reader reading; you do not want to create too many "tricks" for the reader's eye.