OVERVIEW

You want your resume to be as strong as possible. This rubric breaks down the components of a competitive resume and helps you move toward a professional, polished document. We recommend discussing this rubric with a Hiatt staff member to further refine your resume so that it is formatted correctly, targeted to your audience, and highlights your accomplishments. In addition, we encourage you to bring this rubric with you to drop-ins and/or counseling appointments.

LEVEL 1

Basic resume outline with appropriate header, section headers, sub listing content (i.e., title, organization, city, state, dates) and basic position descriptions

LEVEL 2

And also, typo-free with proper formatting, language, bullets beginning with action verbs, and audience-appropriate length

LEVEL 3*

And also, detailed position (internship/job/ leadership/ volunteer) descriptions including quantification

*In order to get your resume approved, a counselor must confirm that it is at level 3 or higher

LEVEL 4

And also, clear outcomes and accomplishments, and career field and position focused

ADDITIONAL RESUME RESOURCES

Resume reviews

In-person Drop-ins
Monday - Friday, 11 a.m. - 4 p.m.
Tuesday, 5 - 7 p.m.

HiattChat via Google Chat (hiattchat@gmail.com)
Monday - Thursday, 8 - 10 p.m.

Online resources

Hiatt Website (www.brandeis.edu/hiatt)
How To > Create a Resume
Online Workshop: Resume Writing
150 action verbs

Optimal Resume
View sample resumes and create your own
Accessible via B.hired > Resources

Spotlight on Careers
View resume tips by field
Accessible via B.hired > Resources

Contact us

Location: Usdan 15, MS 204
Phone: (781) 736-3618
Email: hiattcenter@brandeis.edu

Resume approval

An approved resume is one of Hiatt's Campus Recruiting requirements. If you get your resume approved as a first year, sophomore or junior, your resume will be considered "approved" for all three non-senior years. However, you need to get your resume approved again your senior year. You can view your approval status in your B.hired profile.

RESUME RUBRIC

2012-13

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Hiatt Career Center

LEVEL 1

Header:

- ☐ Includes name, address, phone number and professional email address
- ☐ Name is most prominent text on resume and in a font less than 18 point

Education:

- ☐ Includes name(s) and city, state(s) of colleges attended, dates of graduation (month/year), degree(s) earned and major(s)/concentration/specialty (if declared)
- ☐ If degree is incomplete, includes "Anticipated" or "Expected" before month/year of graduation
- ☐ Lists, in reverse chronological order, most currently enrolled degree or program first with other relevant degrees or education, including transfer colleges or study abroad experiences
- ☐ Highlights degree or college/university (i.e. bold, capitals)

Experience:

- ☐ Each experience includes: employer name, location (city, state), dates of employment (month/year), job title, and description of responsibilities
- ☐ Summarizes field experiences, employment and volunteer work and may be divided into sections like "Related Experience," "Additional Experience," "Professional Experience," "Leadership Experience," and/or "Activities"
- ☐ Lists experiences in reverse chronological order

LEVEL 2

Format & Length:

- ☐ **Length:** Some professions require one page resume, (i.e., finance); others allow flexibility of second page if information is relevant (i.e., non-profits)
- ☐ If needed, lists name and "Page 2" on top of 2nd page
- ☐ Font is professional, legible and evenly spaced in 10 - 12 point (i.e., Arial, Times, Helvetica, Bookman)
- ☐ **Accuracy:** No typos, spelling mistakes, grammatical errors or misused words
- ☐ No gimmicks (i.e., pictures, bright paper, creative fonts)

Consistency:

- ☐ Dates on right side of resume, listed consistently (i.e., August 2011 – July 2012, Aug 2011 – Jul 2012 or 08/11 – 07/12)
- ☐ Section headings clear, formatted consistently
- ☐ Uses one font, type size consistently for body of resume
- ☐ Consistent margins, no less than .5" wide
- ☐ Consistent in all things: formatting (bold, italics, bullets), indentation, margins, punctuation, capitalization, dates
- ☐ No periods at end of bullets
- ☐ Lists state names consistently (i.e., Massachusetts, MA)

Education:

- ☐ May include coursework if directly relevant
- ☐ May include GPA with correct format: GPA: 3.2, or 3.24. May round up to hundredth or thousandth if next integer is 5 or above (i.e., 3.35 to a 3.4)
- ☐ May include awards, honors
- ☐ May include thesis, independent research, other projects
- ☐ May include certification/licensure with correct title, certification/licensure number and date completed
  - ☐ If not completed all requirements, lists name and date of each completed component

Experience:

- ☐ Describes responsibilities and accomplishments by starting each statement with action verb and not phrases like, "Duties included," or "Responsible for"
- ☐ Uses past-tense action verbs for past experiences and present tense action verbs for present experiences

Content DOES NOT include:

- ☐ First person, including "I," "me," or "my"
- ☐ Salary requirements
- ☐ Inappropriate or irrelevant information (i.e., race, religion, political affiliation, marital status, etc.)
- ☐ Reasons for leaving previous jobs
- ☐ Uncommon abbreviations or acronyms

LEVEL 3

Experience:

- ☐ Includes detailed, illustrative descriptions of experiences using strong action verbs
- ☐ Uses quantitative information to describe experience

LEVEL 4

Experience:

- ☐ Includes accomplishments, achievements and outcomes
- ☐ Is tailored to a specific audience or purpose

COMMENTS/NEXT STEPS