Rubric or Marking Guide criteria – Resume

	Proposed weighting	Excellent	Average	Poor
STRUCTURE	**40%**	Resume structure is excellent with: • Customary personal details clearly provided including a selection of contact points (e.g. phone, professional email address, LinkedIn) • No inclusion of information on age, height, weight, marital status, health, religion • All customary sections (e.g. Career Statement, Interests, Referees) included in appropriate places • Referees included at the end with clear indication of the relationship to the candidate • Bullet points limited to 5-7 points under experience • Appropriate resume length to the level of experience (2-3 pages) • Careful thought given to tweaking headings to help elevate key information (e.g. introducing Sector-related Experience)	Resume structure is adequate with opportunity to improve in some areas, e.g.: • Personal details (key information may be missing, with errors or inappropriate – e.g. age, height, marital status etc) • Sections – may not follow a logical and/or customary order or exclude customary information (e.g. Career Statement, Interests, Referees) • Chronology – some dates may not be in reverse chronological order within sections • Page length – may be within 2-3 pages but benefit from editing to remove words or more detail needed in some areas • Some evidence of tweaking headings to help elevate key information to first page	Resume is poorly structured with many issues including: • Personal details – missing key information or providing more information than is necessary or errors (e.g. to phone number) • Personal details – may include inappropriate information on age, height, weight, marital status, health, religion. • Sections – poorly defined (e.g. without headings), missing (e.g. Interests, Career Statement, Referees) or not in customary place on resume • Chronology – dates are not in reverse chronological order within sections • Page length -- resume is too short (not enough information provided) or too long (>4 pages or too much information relevant to experience)
CONTENT	**40%**	Resume content is excellent with: • Brief (5-6 lines) positive Career Statement written as a paragraph and summarising student's background and experience • Education states qualification and institution in full, commencement and finish date, highlights relevant topics, themes, projects or other relevant detail	Resume content is adequate with opportunity to improve in some areas, e.g.: • Career Statement – may be too long or too generic • Education – may be incomplete (e.g. missing dates, full name of qualification, relevant highlights) • Experience/placements/employment/volunteering – too many or too few bullet points; missing or inappropriately used	Resume reads poorly and unprofessionally with many issues which may include: • Contains personal details (e.g. age, birth, race, gender, photo, marital status) which are not relevant/appropriate for a resume • Little or no attempt at constructing a career statement, or career statement is poorly constructed, and is vague, generic or lacking information.

Criterion	Weight			
		• Experience/placements/employment/volunteering provides start and finish dates and contains carefully selected information that thoroughly describes skills and qualities, with appropriate use of action verbs • Interests are well articulated, avoiding lists and giving consideration to connection to sector and/or professional skills/value • Additional information included – e.g. LInkedIN profile, Professional Association membership • A good attempt at highlighting key knowledge, experience, skills and/or aspirations relevant to the sector	action verbs; too little detail (e.g. may border on generic lists); too much detail (lacks focus/customisation) • Referees – provided but may be too few or too many; missing relationship of referee to student; missing key contact information; inappropriate (e.g. peer or family) • Interests – provided but could use greater articulation (may be list-like) • Tailoring to the sector could be clearer – e.g. resume may lack focus and need tightening up/reduction in some areas and/or greater articulation/elevation of skills/experience in others	• Education has essential detail missing – e.g. dates, degree title, institution title • Experience is poorly elaborated, incomplete, lacking context or too generic • Interests, if given, are in list form • Inadequate, inappropriate or no referee details included • Skills development is absent, poorly defined or not addressed, with inconsistent and/or no use of action verbs • Resume is vague, generic or lacking information • Little evidence of tailoring to the sector or role
FORMAT, SPELLING & GRAMMAR	**20%**	Resume presentation is excellent with: • No use of jargon, acronyms and/or abbreviations that may be unfamiliar to the reader • Use of white space maximised and with appropriate paragraph spacing and margins • Page numbers provided • Font size and type clearly and consistently applied in body text and headings • No spelling or grammatical errors • Bullet points and tabs aligned	Resume presentation is adequate with opportunity to improve in some areas, e.g.: • May use some jargon, acronyms and/or abbreviations that are unfamiliar to the reader • Font size and type may be unclear and/or inconsistently applied in some areas • Some spelling and grammatical errors (1-4) • Some misalignment of bullet points and/or tabs • Clutter (e.g. wingdings) and/or unnecessary dividers or columns which may detract from content	Resume presentation is poor or unprofessional with many issues detracting from readability, e.g.: • Many instances of jargon, acronyms and/or abbreviations unfamiliar to the reader • Dense text (no white space) • Sparse text • Font size/selection/use • Margin parameters, paragraph spacing • Visual clutter – e.g. wingdings and/or unnecessary dividers or columns or graphic devices • Many spelling and grammatical errors (>5)