



Resume Review Checklist & Rubric

This resume checklist and rubric is a tool to review the core elements of an entry-level professional resume. This will help you identify which general areas of your resume needs improvements and which areas meet employer expectations. You can use it for self-assessment, in a career coaching appointment, or in a resume review with an instructor or employer. The resume checklist and rubric is



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<p>Listed in reverse chronological order</p> <p>Company name</p> <p>Location</p> <p>Dates</p> <p>Job title</p> <p>Achievement statements (outcome-oriented action/skill statements)</p>	<p>All information on the checklist is present</p> <p>Action statements focus on skills, describe actions taken, and the results obtained</p> <p>Action statements demonstrate a variety of transferrable skills</p> <p>Accomplishments/results quantified or qualified where appropriate</p>	<p>Descriptions could be improved to describe tasks, duties, transferrable skills, and accomplishments in a more detailed and compelling way</p>	<p>Content is missing</p> <p>Lacks detail: what, how, results, etc.</p> <p>Focuses on tasks or duties rather than accomplishments</p> <p>Descriptions are not detailed enough to fully understand what was done or it is difficult to discern transferrable skills</p> <p>Accomplishments/results are not quantified where appropriate</p>



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Information on resume is tailored for a specific industry, organization and job posting	<p>Resume is clearly targeted for a specific industry</p> <p>Skills or other categories listed are relevant to target job</p> <p>Uses language to further demonstrate organizational fit</p>	<p>Resume seems targeted for a specific industry</p> <p>Small improvements needed to align skills or other categories with target job</p> <p>Content includes some industry-related keywords</p>	<p>Resume is generic and does not seem targeted for a specific industry</p> <p>Skills and other categories are unclear or irrelevant to target job</p> <p>Content does not include industry</p>

