

Resume Rubric

Adapted from University of Portland Career Center: March 2022

This rubric is a guide to identifying the fundamental elements of a resume.*

1. Proofread letter for errors and complete the self-review checklist.
2. Have a peer, faculty member or advisor review your resume – include position description for their review.

*Please refer to the [Creating a Resume](#) section [Career Resources Section](#) of the [CAACE website](#). Additionally, this site has numerous
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	Example: Bachelor of Science, B.S., Bachelor of Arts, B.A.
	Includes major, minor and/or concentration spelled out Example: Bachelor of Science, Nursing, Minor in Spanish B.S., Major: Actuarial Science; Minor: Finance
	Expected date of graduation with month and year Example: Expected May 2025
	Study abroad experience (if applicable); includes name of institution/program and dates Example: ICMS, Sydney, Australia Summer 2025 American University, Rome, Italy Fall 2025
	GPA of 3.0 or higher is listed to two decimal points and reflects cumulative GPA, unless noted (optional) Example: GPA: 3.75; Cumulative GPA: 3.60; Major GPA: 4.00
	EXPERIENCE

Examples: Intern, Baird, Milwaukee, WI Summer 2025
 Volunteer Spring 2022 – Present
 Americ using the PAR method to describe

	Example: Initiated and facilitated weekly after-school group for 8 behaviorally challenged youth in grades 9-12
	Verb tenses are consistent – present tense is used to describe current roles/positions and past tense is used to describe previous roles/positions
	Salary history is omitted
	Personal information, such as gender identity, birth date, age, race, marital status, is NOT included
	Personal pronouns such as “I”, “me”, “we”, and “our” are NOT used. Write first person implied (resume speak)
	SPELLING
	All the words used are familiar to people; industry-specific terms should be recognizable to those within the field, industry, and/or company
	All words are spelled correctly, do NOT rely on spell check

The Center for Academic and Advising Career Engagement (CAACE)

Location: S103

Hours: 8:00-4:30 M-F (CST)

Phone: 262-243-4499

Email: caace@cuw.edu

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