GOVS RESUME RUBRIC

SECTION	NEEDS IMPROVEMENT	SATISFACTORY	EFFECTIVE
Contact Information: A way potential employers can easily find the necessary details to reach out to you in a professional manner.	☐ No contact information ☐ Use of nickname ☐ Use of unprofessional email ☐ Has physical address	☐ Name is same size font as the rest of the resume ☐ No LinkedIn profile [or, if applicable, personal website/portfolio listed]	☐ Name stands out ☐ City and state, phone number, and professional email present ☐ Format clean, professional, and legible
Professional Summary: Statements that clarify your interests to the employer and highlight key skills.	☐ Vague and not specific ☐ Use of nickname ☐ Use of unprofessional email ☐ Has physical address	☐ States a general career goal instead of a specific objective ☐ Lists general skills that aren't directly related to the position	☐ Specifies interest in a particular industry or job role ☐ May state geographic preferences ☐ Lists specific skills that the candidate can bring to the organization
Skills: Highlight the skills you've gained through your experiences, education, and extracurricular activities.	☐ Listing skills you don't truly possess ☐ Overstating your proficiency ☐ Vague skill descriptions ☐ Missing essential skills listed in the job description	☐ Proficient in standard office software ☐ Limited in showcasing basic soft skills ☐ Highlights strengths	☐ Highlight your certifications and licenses ☐ Utilize action verbs to showcase your abilities ☐ Emphasize the skills that are most relevant to the job you're applying for
Experience: Summarizes your work history, internships, volunteer roles, and other relevant experiences that highlight your skills and qualifications for the job.	☐ Employer name, job title, location, and dates are missing ☐ Brief and lacks details ☐ Does not include metrics to demonstrate the impact of skills ☐ Uses a narrative format instead of bullet points	☐ Work descriptions lack action verbs at the beginning ☐ Descriptions are not detailed enough to clarify accomplishments ☐ Contains irrelevant information not aligned with the career field	☐ Start bullet statements with strong action verbs ☐ Include all relevant details about previous employment ☐ Clearly defines and quantifies skills and achievements ☐ Use the correct tense for action verbs
Purpose/Specificity: Showcases a deep dive into the exploration and insights gained about one's career journey.	☐ Descriptions do not align with the stated objectives and overlook key skills ☐ Lack of relevant keywords, important skills, and experiences ☐ No category headings to group-related experiences	☐ Avoids including irrelevant information that distracts from the main message ☐ Incorporates industry-specific keywords and ensure the most important details are highlighted	☐ Relevant experiences are grouped at the top for visibility ☐ Strategic keywords are included to enhance searchability ☐ Category subheadings align with the objective ☐ Skills are listed in order of priority