

# Resume Writing

## Resume Rubric & Sample

Reason or target for this resume: (specific industry, internship/job posting, program, other?)			
CRITERIA	EXCELLENT	AVERAGE	NOT READY
<b>Visual Appeal &amp; Presentation, Specialization</b> <b>Goal:</b> To ensure that the resume is polished and easy to read as well as that your strengths are highlighted for your specific audience, allowing for greatest impact with employers of interest.	<ul style="list-style-type: none"> <li>Fills one page without overcrowding</li> <li>Margins are acceptable</li> <li>Font style &amp; size is readable, formal</li> <li>Formatting is consistent</li> <li>Resume is targeted to internship, job, or program using keywords</li> <li>Relevant info appears on top ½ of page</li> <li>Section titles &amp; descriptions are relevant to targeted opportunity</li> <li>Uses summary with strategic intention if appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Page appears crowded, but doesn't exceed one page</li> <li>Less than two formatting errors</li> </ul>	<ul style="list-style-type: none"> <li>Template used</li> <li>Tables or columns used</li> <li>Exceeds one page when not appropriate or does not fill majority of one page</li> <li>Margins are less than ½ inch or more than 1 inch</li> <li>Font style is unreadable</li> <li>Text size is not between 10 and 12</li> <li>Color or graphics used when not customary for industry</li> </ul>
<b>Grammar, Spelling, &amp; Punctuation</b> <b>Goal:</b> To ensure your resume is polished/consistent and to demonstrate attention to detail and writing skills.	<ul style="list-style-type: none"> <li>Error-free spelling</li> <li>Error-free punctuation</li> <li>Error-free spacing</li> <li>Grammar is appropriate (e.g. verb tense, pronouns, capitalizations)</li> </ul>	<ul style="list-style-type: none"> <li>Contains 1-2 minor errors (punctuation or spacing)</li> <li>Has a pattern of a single error (e.g. some bullets have periods, some do not)</li> </ul>	<ul style="list-style-type: none"> <li>Resume contains 3 or more individual errors</li> </ul>
<b>Contact Information</b> <b>Goal:</b> To ensure a reviewer can easily reach you.	<ul style="list-style-type: none"> <li>Includes name, address, email, phone</li> <li>Name stands out on the resume</li> <li>Provides professional email</li> <li>Includes online or portfolio link</li> <li>Strategic decision made regarding sharing personal contact information</li> </ul>	<ul style="list-style-type: none"> <li>Name does not stand out</li> <li>Email used is too casual</li> </ul>	<ul style="list-style-type: none"> <li>Missing name, email, address, or phone number</li> <li>Email used is inappropriate or unprofessional</li> </ul>
<b>Education Section</b> <b>Goal:</b> To convey academic qualifications and training.	<ul style="list-style-type: none"> <li>Entries are in reverse chronological order and format is consistent</li> <li>Each institution includes name, location, &amp; date of graduation (or expected) or attendance</li> <li>Degree is spelled out</li> <li>Major(s) (if declared) is indicated</li> <li>Course work listed is relevant</li> <li>If listed, GPA is in correct format and over 3.5 (unless expected by industry)</li> <li>Relevance of study abroad, research, &amp; honors is revealed</li> <li>Honors noted in lowercase italics</li> </ul>	<ul style="list-style-type: none"> <li>Degree is abbreviated (BA)</li> </ul>	<ul style="list-style-type: none"> <li>Entries are not in reverse chronological order</li> <li>MHC degree listed is something other than "Bachelor of Arts"</li> <li>Missing declared major(s)</li> <li>Entry is missing details (name, location, dates)</li> <li>Irrelevant or outdated high school info is listed</li> <li>If listed, GPA is not in correct format</li> <li>Relevance of study abroad, research, &amp; honors is unclear</li> </ul>
<b>Experience Section(s)</b> <b>Goal:</b> To contextualize your skills & qualifications, showing relevance to the position desired.	<ul style="list-style-type: none"> <li>Entries are in reverse chronological order and format is consistent</li> <li>Organization name, position title, location, &amp; dates are included</li> <li>Bullets begin with strong action verbs and are in correct verb tense</li> <li>Personal pronouns and extraneous words are omitted</li> <li>Bullets are relevant, concise, direct &amp; indicate one's impact/accomplishments</li> <li>Results are quantified</li> <li>Bullets are listed in order of importance</li> <li>Experience is presented in categories to most effectively highlight relevant experience to employers</li> </ul>	<ul style="list-style-type: none"> <li>Entries are in reverse chronological order</li> <li>Entries have a pattern of one type of error (e.g. locations are omitted)</li> <li>Action verbs are weak or repeat</li> <li>Verb tense is incorrect for one entry</li> <li>Bullets are not concise or direct and do not indicate impact</li> <li>Bullets are written in complete sentences</li> </ul>	<ul style="list-style-type: none"> <li>Entries are not in reverse chronological order</li> <li>Some or all entries do not include organization name, dates, position title, or location</li> <li>Bullets are written in complete sentences</li> <li>Verb tense is incorrect for 2 or more entries</li> <li>Bullets are wordy, vague, or do not indicate one's impact</li> <li>Bullets are not listed in order of importance to the reader</li> <li>Results are not quantified when appropriate</li> <li>Irrelevant/outdated information is listed</li> </ul>
<b>Skills &amp; Interests</b> <b>Goal:</b> To reveal relevant or interesting information that does not appear elsewhere on the resume.	<ul style="list-style-type: none"> <li>Listings are relevant to the reader</li> <li>Listings are concise</li> <li>Level of proficiency is indicated for language or computer skills</li> <li>Listings are measurable</li> </ul>		<ul style="list-style-type: none"> <li>Items are wordy</li> <li>Items are vague or irrelevant</li> <li>Level of proficiency is not indicated for language or computer skills</li> </ul>

**We're here to help!**

Visit us during walk-in hours for individual advice. Ready for more?  
Review our in-depth guide: [mtholyoke.edu/cdc/resume-guide](http://mtholyoke.edu/cdc/resume-guide)



Anywhere you see a blank line, replace with your information!

.5 Margins Minimum

Name: no larger than 14 pt. font

MARY M. LYON

Mount Holyoke College, Campus Center Blanchard Campus Center, South Hadley, MA 01075

Your Home Street Address, City, State (2 letters only) or Country and/ or Zip Code
@mtholyoke.edu Your Phone Number

EDUCATION

Headings: 12 pt. Font – Content: minimum 10 pt. Font

Recommended Fonts: Times New Roman, Arial, Calibri, Verdana, Garamond, Helvetica

Mount Holyoke College, South Hadley, MA

Bachelor of Arts, Expected May

Intended Major: Intended Minor:

Relevant Coursework: Descriptive College Course Titles - only if relevant to career field - do not include course numbers.

Honors/Awards: May include things like Deans List, Scholarships, Inductions, etc. Be descriptive when possible... ABC Prize for XYZ, date...

High School, (city, state)

High School Diploma, May 20 Include additional education if you completed a degree or credential – or if it is relevant to your goals. First Year and Sophomore students may choose to include their high school education and/ or experiences.

Honors/ Awards:

EXPERIENCE Reverse chronological order - most recent first by end date. May include paid/unpaid jobs, internships, projects, field study, service, research, etc.

Example Position Title, Organization Name, City, State (Abbreviated) (Month 20XX – Present)

- Researched... Begin with dynamic words\* the reader will recognize and value. Name your accomplishments - and highlight key skills used.
• Coordinated... Use past tense for former positions and current for those you still hold... Managed vs. Manage
• Presented... Quantify – "Reviewed 75 articles on XYZ for 120 page report..." Qualify – "Prepared talking points for supervisor's daily briefing..."

Repeat for each experience! It is okay to include high school education, jobs and activities for the first year or so as you transition to college. Going forward exceptions may be made if the award/ item is especially prestigious or relevant to your career field; ideally while at Mount Holyoke College you will work to replace these items with experience and leadership relevant to your career goals instead!

Position Title, Employer, City, State (Abbreviated) (Month 20XX – Month 20XX or Present)

Position Title, Employer, City, State (Abbreviated) (Month 20XX – Month 20XX or Present)

ACTIVITIES Optional category – Alternative headings may include Community Involvement, Leadership, Volunteer, etc. May include clubs, community service, athletics, professional memberships, conferences, etc. Highlight your relevant skills, interests, abilities. May be appropriate to include under Experience instead!

Name of Activity, Role/Title, Name of Organization/College (Semester or Month Year – Semester Year)

Position Title, Employer, City, State (Abbreviated) (Month 20XX – Month 20XX or Present)

SKILLS Will depend on your career field and your relevant experience.

Computer: Application, software, programming language, operating systems, etc.

Language: Name of language and proficiency level

Other Category Ideas: Certifications, Special Training, Travel, Technical, Statistics, Research, Interests, Laboratory – note instruments, procedures, etc.

Do not include "References available upon request." on your resume – references should be outlined on a separate document.

\*Avoid software templates – they make it difficult to edit later! Remember, the Mount Holyoke College Career Development Center is available to assist! Visit www.mtholyoke.edu/cdc to learn about all the resources available – including the MHC Resume Guide that includes resume samples.