

# 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<br>Example: Bachelor of Science, Nursing, Minor in Spanish<br>B.S., Major: Actuarial Science; Minor: Finance                   |
|  | Expected date of graduation with month and year<br>Example: Expected May 2025   |
|  | Study abroad experience (if applicable); includes name of institution/program and dates<br>Example: ICMS, Sydney, Australia Summer 2025<br>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)<br>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

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|  | 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 <a href="#">first person implied (resume speak)</a>                       |
|  | 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  |

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