

Arlington Employment Center' Resume Rubric

Category	Professional	Proficient	Developing	Incomplete	Notes
Formatting	Consistent use of fonts, sizes, and spacing. Clear headings and bullet points. One or two pages, depending on experience.	Mostly consistent formatting with minor variations. Headings and bullet points used effectively. Slightly longer but still readable.	Inconsistent formatting. Headings and bullet points need improvement. Length may be excessive or too short.	Disorganized formatting. Lack of clear headings and bullet points. Length is inappropriate for the content.	
Content	Accurate and up-to-date information. Tailored to the job, highlighting relevant skills and experiences. Clear, concise language without jargon.	Mostly accurate information with minor updates needed. Some tailoring to the job but could be more focused. Generally clear language with occasional jargon.	Some inaccuracies or outdated information. Limited tailoring to the job. Language needs to be more concise and clearer.	Significant inaccuracies or outdated information. No tailoring to the job. Confusing language with excessive jargon.	
Presentation	Clean, professional layout. No spelling or grammatical errors. Effectively showcases qualifications and achievements.	Generally professional layout with minor improvements needed. Few spelling or grammatical errors. Showcases qualifications but could be more impactful.	Layout needs significant improvement. Several spelling or grammatical errors. Qualifications and achievements are not effectively highlighted.	Unprofessional layout. Numerous spelling or grammatical errors. Fails to showcase qualifications and achievements.	

Reviewer's Comment:

Identification of Resume Type: ☐ Chronological Resume ☐ Functional Resume ☐ Targeted Resume
