

# Jobs for Jaguars Resume Checklist

## ☐ Content

- ✓ **Correct Grammar & Punctuation ~ Proofread, Proofread, Proofread!**
  - Be mindful of verb tense usage.
- ✓ **Consistent Formatting with Dates, Titles, and Locations. ~ One for All and All for One Rule**
  - Once you establish a format, stick to it; set up the rest with that same format. Example:  
**XYZ Communications**, Rosemont, IL, August 2008- Present  
Marketing/Sales Coordinator  
**ABC Company**, Des Plaines, IL, July 2005-August 2008  
Contract Administrator
- ✓ **Appropriate Sections Included and Used Effectively**
  - **Name and contact information** are highly visible and include a phone number and professional email (at minimum); complete address provided; a LinkedIn or portfolio address is provided.
  - **Objective/Summary** is effective and customized to a targeted position.
  - **Skills/Qualifications** section contains a balance of hard and soft skills; written in a fragment sentence format and not a 'laundry list' format; listed skills are relevant to the targeted position.
  - **Education** section includes key information regarding the school, location, degree, major, graduation, relevant coursework, and accomplishments.
  - **Experience** section includes position title, department (if applicable), organization name, location, and dates of employment, and bullet points are concise, well-written, quantified, and qualified with accomplishments highlighted; excellent use of verbs/action words.
  - **Volunteer work, community involvement, student organizations, etc.**, have been included appropriately with leadership roles and/or involvement explained clearly.

## ☐ Overall Appearance

- ✓ **Appropriate Length**
  - Typically, you want your resume to be 1 full page. At most, try to keep your resume between 1-2 pages long. You want to avoid leaving too much white space.
- ✓ **Consistency**
  - Font size and style used. No more than 2 styles. Content font size should be between 10-12. Your name font size can be between 14-16. Must be easy to read.
  - Appropriate use of customization tools. Examples: spacing, bullets, bolding, underlines, italics, shading, capitalization, etc.
  - Margins should be between 0.5"-1.0", no more than 2.0".
- ✓ **Organization**
  - Clear use of a consistent chronological, functional, or combination resume format.
  - Strongest sections/qualifications located in the top half of the resume.

### **\*Rule of Thumb - ALWAYS CHECK THE COMMENTS!**

Even if your submitted document is approved on Handshake, the reviewer may have left you feedback and editorial suggestions that are strongly encouraged to consider before presenting your resume to prospective employers.

### **What does it mean if my resume wasn't approved on Handshake?**

The reviewer found major formatting errors that can be corrected for a more polished and professional presentation, ultimately improving your chances of securing the job you are applying for.

### **What's my next step?**

We strongly encourage you to contact the Office of Career Services to schedule an in-person/virtual appointment to discuss changes your resume may need. You are also welcome to utilize our [Resume Guide](#) as a resource when drafting your resume.



# Resume Rubric

Criteria	Exceeds Expectations	Meets Expectations	Below Expectations
<b>SECTION 1: OVERALL APPEARANCE /STYLE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume length is appropriate, given the number of relevant qualifications, education, experience, etc.</li> <li><input type="checkbox"/> Consistent use of margins ranging from 0.5"–1.0" on all sides</li> <li><input type="checkbox"/> Font style(s) (no more than 2 used in the resume) is consistent, professional, and legible</li> <li><input type="checkbox"/> Font sizes are appropriate; easy to find sections and readable</li> <li><input type="checkbox"/> Excellent use of special characters and styles (e.g., bullets, bold, small caps, underline, shading, italics, and/or borders)</li> <li><input type="checkbox"/> Excellent balance of blank space and text</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume length is appropriate, given the amount of relevant qualifications, education, experience, etc.</li> <li><input type="checkbox"/> Consistent of margins ranging from 0.5"–1.0" on all sides</li> <li><input type="checkbox"/> Font style(s) (no more than 2 used in the resume) is somewhat consistent, professional, and legible</li> <li><input type="checkbox"/> Font sizes are appropriate; somewhat easy to find sections and readable</li> <li><input type="checkbox"/> Good use of special characters and styles (e.g., bullets, bold, small caps, underline, shading, italics, and/or borders)</li> <li><input type="checkbox"/> Good balance of blank space and text</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Resume length is not appropriate, given the number of relevant qualifications, education, experience, etc.</li> <li><input type="checkbox"/> Inconsistent use of margins not ranging from 0.5"–1.0" on all sides</li> <li><input type="checkbox"/> Font style(s) is not consistent, professional, and/or legible</li> <li><input type="checkbox"/> Font sizes are either too large or small; sections are not clear, easy to locate and/or readable</li> <li><input type="checkbox"/> Poor use of special characters and styles (e.g., bullets, bold, small caps, underline, shading, italics, and/or borders)</li> <li><input type="checkbox"/> Poor balance of blank space and text</li> </ul>
<b>SECTION 2: ORGANIZATION /LAYOUT</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent use of the layout for one's name, contact information, and section headings</li> <li><input type="checkbox"/> Clear use of a consistent chronological, functional, or combination resume format</li> <li><input type="checkbox"/> Strongest sections/qualifications are located in the top half of the resume</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Good use of the layout for one's name, contact information, and section headings</li> <li><input type="checkbox"/> Somewhat clear use of a consistent chronological, functional, or combination resume format</li> <li><input type="checkbox"/> Some of the strongest sections/qualifications are located in the top half of the resume</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Poor use of the layout for one's name, contact information, and section headings</li> <li><input type="checkbox"/> Unclear use of a consistent chronological, functional, or combination resume format</li> <li><input type="checkbox"/> Strongest sections/qualifications are not located in the top half of the resume</li> </ul>
<b>SECTION 3: FORMATTING/G RAMMAR/ PUNCTUATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No spelling error(s) found</li> <li><input type="checkbox"/> No grammatical error(s), such as verb tense, found</li> <li><input type="checkbox"/> Format consistency with dates (month and year) and/or locations (city, state) throughout the resume</li> <li><input type="checkbox"/> Punctuation consistency throughout the resume</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1-2 spelling error(s) found</li> <li><input type="checkbox"/> 1-2 grammatical error(s), such as verb tense, found</li> <li><input type="checkbox"/> Minor format inconsistency with dates (month and year) and/or locations (city, state) throughout the resume</li> <li><input type="checkbox"/> Minor punctuation inconsistency throughout the resume</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 3+ spelling errors found</li> <li><input type="checkbox"/> 3+ grammatical errors, such as verb tense, found</li> <li><input type="checkbox"/> Format inconsistency with dates (month and year) and/or locations (city, state) throughout resume</li> <li><input type="checkbox"/> Punctuation inconsistency throughout the resume</li> </ul>



# Resume Rubric

<p><b>SECTION 4: CONTENT (Part I)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Name and contact information are highly visible and include phone number and professional email (at minimum); complete address provided; also a LinkedIn or portfolio address is provided.</li> <li><input type="checkbox"/> Objective/Summary is effective and customized to a targeted position</li> <li><input type="checkbox"/> Skills/Qualifications section contains a balance of hard and soft skills; written in a fragment sentence format and not a 'laundry list' format; listed skills are relevant to the targeted position</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Name and contact information are somewhat visible and include phone number and professional email (at minimum); complete address provided; also a LinkedIn or portfolio address is provided.</li> <li><input type="checkbox"/> Objective/Summary is somewhat effective and customized to a targeted position</li> <li><input type="checkbox"/> Skills/Qualifications section contains a partial balance of hard and soft skills; written in a fragment sentence format and not a 'laundry list' format; listed skills are somewhat relevant to the targeted position</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Name and contact information do not stand out; unprofessional email and/or incomplete address provided; also no LinkedIn or portfolio address is provided.</li> <li><input type="checkbox"/> Objective/Summary is ineffective and not customized to a targeted position</li> <li><input type="checkbox"/> Skills/Qualifications section does not contain a balance of hard and soft skills; written in a 'laundry list' format; and/or listed skills are not relevant to a targeted position</li> </ul>
<p><b>SECTION 5: CONTENT (Part II)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Education section includes key information regarding the school, location, degree, major, graduation, relevant coursework, and accomplishments</li> <li><input type="checkbox"/> Experience section includes position title, department (if applicable), organization name, location, and dates of employment</li> <li><input type="checkbox"/> Experience section bullet points are concise, well-written, quantified and qualified with accomplishments highlighted; an excellent use of verbs/action words</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Education section includes some key information regarding the school, location, degree, major, graduation, relevant coursework, and/or accomplishments</li> <li><input type="checkbox"/> Experience section includes position title, department (if applicable), organization name, location, and dates of employment</li> <li><input type="checkbox"/> Experience section bullet points are somewhat concise, well-written, quantified and qualified with accomplishments highlighted; a good use of verbs/action words</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Education section is missing key information regarding the school, location, degree, major, graduation, relevant coursework, and/or accomplishments</li> <li><input type="checkbox"/> Experience section is missing information regarding the position(s) held</li> <li><input type="checkbox"/> Experience section bullet points are not concise, well-written, quantified and/or qualified with accomplishments highlighted, and a poor use of verbs/action words</li> </ul>
<p><b>SECTION 6: CONTENT (Part III)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteer work, community involvement, student organizations, etc., have been included appropriately with leadership roles and/or involvement explained clearly</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteer work, community involvement, student organizations, etc., have been included appropriately with leadership roles and/or involvement explained somewhat clearly</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No volunteer work, community involvement, student organizations, etc., have been included appropriately with leadership roles and/or involvement explained unclearly</li> </ul>

