

Reseda High School
Los Angeles Unified School District C
Resume Rubric Outline

Use this Resume Rubric Outline to evaluate your own resume. This rubric applies to most high school student resumes. Resumes of college graduates and persons employed for many years will often be longer (but generally limited to two pages maximum).

- ❑ **Length of Resume**
 - For High School Student Resumes, usually one complete page, maximum 2 pages
- ❑ **Lettering or Fonts**
 - Use Times or Helvetica styles (or very similar) easy to read fonts.
 - Size 10 to 12 points for regular text (use only one size)
 - Size 12 to 18 points for headings and new section descriptions and be consistent
- ❑ **Page Balance**
 - Most important information should be across the top and down the left side
 - Evenly space paragraphs, lines, and words
 - Slightly more space between new sections than within sections
 - Margins should be about 1 inch
 - Use white space to make important information easy to see
- ❑ **Address and Contact Information**
 - Name followed by complete address centered at the top of the page
 - Include phone number
 - Include email address if you use email
- ❑ **Headings and Subheadings**
 - Arrange headings and subheading consistently throughout the resume.
 - Education - be sure to include name of school, city and state, degree, major and minor areas of study, and date of graduation
 - Experience - include name of company, city, state, position, and dates worked
- ❑ **Highlighted Main Points**
 - Use bullets, **Bold**, ALL CAPITALS, **BOLD CAPS**, and indentation, to emphasize what is most important.
 - DO NOT use underline and DO NOT use italics
- ❑ **Experience Descriptions**
 - Use POWERFUL ACTION VERBS
 - DO NOT use the words "duties included" or "responsible for"
 - Describe responsibilities and accomplishments
 - DO NOT describe work environment
 - Identify skills, communicate strengths, emphasize results
 - Try to use CONCRETE examples, facts and figures to describe your achievements
- ❑ **End with a STRENGTH**
 - Identify leadership, community service, special activities, interests, or skills summary
- ❑ **Paper Quality**
 - White, off-white, or ivory bond paper (bond paper is good quality)
 - Electronic resumes do not use paper, but follow all other rubric guides
 - Resumes of graphic artists or other artists may reflect slight additions of personal style
- ❑ **SPELLING**-proofread and then have TWO other people proofread
- ❑ **PUNCTUATION** - proofread and then have TWO other people proofread
- ❑ **CAPITALIZATION** - proofread and then have TWO other people proofread
- ❑ **WRITING STYLE (GRAMMAR)** - proofread and then have TWO other people proofread