**Rubric for General Resume**

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| **Elements** |  |
| **Appearance*** Consistent structure
* Consistent format
* Consistent font size
* Consistent font type
* Consistent spacing
* Consistent alignments of bullet points
* Balanced margins
* One-page resume
* Reverse chronology in education
* Reverse chronology in experience
* Reverse chronology in other parts
 | One point deduction for every absent element. |
| **Writing Style*** Brief phrases or sentences
* No personal pronouns
* No “ings”
* Use of action words/verbs
* Action verbs for current in present tense
* Action verbs for past in past tense
* Free of grammatical errors
* Free of spelling errors
 | One point deduction for every absent element. |
| **Other*** Education listed before Experience (right after Summary)
* Summary section included
* Name is typed with larger font size
 | One point deduction for every absent element. |