**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. |