MELVILLE BUSINESS STRATEGY INTERNSHIP (MBSI) RÉSUMÉ RUBRIC

Guidelines for Completing the Résumé Rubric

1. **Review Your Résumé:** Carefully review your current résumé alongside the rubric provided.
2. **Evaluate Each Criterion:** For every item listed on the rubric, check the corresponding box only if your résumé clearly meets the requirement.
3. **Be Honest and Accurate:** If a particular criterion is not reflected in your résumé, leave that box unchecked and do not claim the associated points. For example - If a rubric item pertains to leadership experience and your résumé does not clearly demonstrate this, leave the box unchecked.
4. **Submission Integrity:** Please note that submitting a rubric that is incomplete, inaccurate, or not thoroughly reviewed may result in your application being deemed ineligible.

Webinar Attendance - 5 Bonus Points

	Attended an Internship Specific Résumé Writing webinar	5 Bonus Points

Contact Info - 4 Points + 1 Bonus Point

	Name: Listed in a larger font size for clear visibility. Preferred first name is acceptable, as this is not a legal document.	1 Point
	Email: Provided official KPU email address in the format Name@student.kpu.ca.	1 Point
	Phone: Included a local phone number and formatted clearly as 100-100-1001. • The first three digits of a local phone number should correspond to a recognized area code, such as 604, 778, 236, 250, 256, etc.	1 Point
	Location: Listed your City, Province, and Postal Code.	1 Point
	LinkedIn: Included a customized LinkedIn profile URL that is current and aligns with the professional standards of your industry.	1 Bonus Point

Summary / Profile - 30 Points

A concise introduction highlighting your current program at KPU, relevant work or volunteer experience, area of specialization, key achievements, future career goals, and anticipated graduation date.

	Achievements: Included notable accomplishments such as Dean's Honor Roll, a high GPA (refers to GPA above 3.5), Employee of the Month awards, scholarships, athletic achievements, or significant academic or professional projects.	5 Points
	Communication Skills: Demonstrated strong communication abilities through examples such as mentoring or tutoring, training new employees, or delivering presentations.	5 Points

	Creativity: Showcased ability to think innovatively, such as improving a workflow, developing a new process, or delivering a service in a more effective way.	5 Points
	Leadership: Demonstrated experiences involving responsibility, including leading a team, mentoring peers, or organizing a study or work group.	5 Points
	Initiative: Provided examples of taking proactive action, such as proposing new projects or process improvements, sourcing suppliers, or organizing events.	5 Points
	Personal Attributes & Work Style: Offered evidence of qualities such as dependability, dedication, passion, customer service orientation, entrepreneurship, and resourcefulness.	5 Points

Skills - 6 Points

	Hard Skills: Included a minimum of two hard skills relevant to the positions of interest (e.g., foreign languages, software proficiency, programming languages, AutoCAD, financial analysis).	2 Points
	Digital Skills: Included a minimum of two digital competencies applicable to the target roles (e.g., Adobe Creative Suite, Canva, CRM systems, Google Analytics, web design).	2 Points
	Soft Skills: Included a minimum of two interpersonal or professional skills (e.g., attention to detail, conflict resolution, teamwork, time management).	2 Points

Work / Volunteer Experience - 25 Points

	Experience Order: Listed positions in reverse chronological order, beginning with the most recent.	1 Point
	Job Title: Included the full job title for each position.	2 Points
	Organization & Location: Provided the organization name and location, city and province/state for positions in Canada or the U.S., and country only for international experience.	2 Points
	Accomplishment Statements: Listed 2 to 4 relevant accomplishments using the CAR (Context, Action, Result) or STAR (Situation, Task, Action, Result) strategy, with no more than six bullet points per role. • Incorporated quantifiable results whenever possible by including both quantitative metrics (e.g., numbers, percentages, measurable outcomes) and qualitative results (e.g., positive impact, process improvements).	10 Points
	Verb Tense: Used active verbs in the appropriate tense. • Present tense for current roles (e.g., Develop, Manage, Create). • Past tense for previous roles (e.g., Developed, Managed, Created).	5 Points
	Skill Evidence: Included examples that clearly demonstrate the skills outlined in the summary and skills section.	5 Points

Education - 20 Points + 1 Bonus Point

	Credentials Order: Listed all credentials in reverse chronological order, beginning with the most recent.	2 Points
	Current Program: Indicated the current KPU program exactly as listed in the University Calendar.	3 Points

	GPA: Included the GPA if it is above 3.5.	1 Bonus Point
	In-Class Projects: Listed 1 to 2 relevant in-class projects, including the correct project name and the percentage or grade earned. • Included the full course name (course code and number are not required) and described each project using the CAR or STAR strategy to clearly highlight individual contributions and outcomes.	5 Points
	Relevant Courses: Included 2 to 3 courses related to the target positions, along with a brief course description. • Included the full course name (course code and number are not required) and provided a brief description of the course, limited to two lines.	7 Points
	Additional Credentials: Listed other academic credentials (e.g., Bachelor's degree, diploma) and/or professional certificates (e.g., Microsoft, Google, QuickBooks, SAP).	3 Points

Formatting - 15 Points

	Length: Résumé is 1 to 2 pages long. • **Organized sections as:** Contact Information → Summary/Profile → Skills → Work Experience → Volunteer Experience → Education → Certifications/Relevant Training (if applicable) → Awards/Accomplishments (if applicable).	3 Points
	Accuracy: Ensured the document is free of typos, spelling errors, and grammatical mistakes.	5 Points
	Overall Appearance: Maintained a clean, professional layout with adequate white space and a minimum margin of 0.5 inches.	2 Points
	Formatting Consistency: Used consistent formatting throughout (e.g., a single style of bullet points).	2 Points
	Fonts: Used a maximum of two font types (e.g., Arial, Calibri, Helvetica, or Times New Roman) at a size of 11 to 12 points.	1 Point
	Alignment: Aligned all text to the left.	1 Point
	Highlights: Applied bold or underline strategically and avoided using multiple highlighting styles for the same content.	1 Point

Following Items NOT Listed on Résumé - No Points Assigned

	Personal Information: Did not include personal details such as birthdate, SIN, country of origin, marital status, children, height, or weight.	
	Visual Elements: Did not include headshots, pictures, images, icons, tables, or columns.	
	Color Usage: Did not use any bright colors and used only professional colors, such as black, navy, or dark grey.	
	Pronouns: Did not use personal pronouns (e.g., "I," "you," "he," "she," "we," "they," "them," "us," "him," "her," "his," "hers," "theirs," "our," "your").	

Total Résumé Rubric Points