

## Résumé Rubric - 100 Points

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| <b>Attended a résumé building webinar</b>  | <b>5 bonus points</b>   |
| <p><b>Contact Info – 4 points + 1 bonus point</b></p> <p>Name listed in a larger size font. Your preferred First Name is acceptable as this is not a legal document.</p> <p>Correct KPU email account provided: Name@student.kpu.ca.</p> <p>Local<sup>1</sup> phone number listed in a clear format: 100-100-1001.</p> <p>City, Province, Postal Code.</p> <p>A customized LinkedIn Profile URL; an updated profile that's following the standards of your industry.</p>   | <p><b>1 point</b></p> <p><b>1 point</b></p> <p><b>1 point</b></p> <p><b>1 point</b></p> <p><b>1 bonus point</b></p>                       |
| <p><b>Summary / Profile – 30 points</b></p> <p>An opening statement, such as stating your current program at KPU, past work or volunteer experience, specialization, achievements, future career goals, and expected graduation time:</p> <p>Achievements: Dean's Honors Roll, high<sup>2</sup> GPA, Employee of the Month, Scholarships, Athletic accomplishments, projects.</p> <p>Evidence of good communication skills: e.g. volunteer mentor, tutor, trained new employees, delivered presentations, etc.</p> <p>Creativity: e.g. delivered a service in a new way, improved workflow, created an ingenious process.</p> <p>Leadership: e.g. took responsibility over a task, mentored and coached a new student, established a team or study work group.</p> <p>Initiative: e.g. proposed a new project/ change of process/ secured a new supplier/ organized an event.</p> <p>Personal traits/ work style: provided evidence of being dependable, dedicated, passionate about something, customer-service oriented, entrepreneurial, resourceful.</p> | <p><b>5 points</b></p> <p><b>5 points</b></p> <p><b>5 points</b></p> <p><b>5 points</b></p> <p><b>5 points</b></p> <p><b>5 points</b></p> |
| <p><b>Skills (indicate level of proficiency) – 6 points</b></p> <p>Minimum 2 hard skills related to positions of interest (e.g. languages, software, programming languages, AutoCAD, finance).</p> <p>Minimum 2 digital skills related to positions of interest (e.g. Adobe, Canva, CRM, Google Analytics, Web Design).</p> <p>Minimum 2 soft skills (e.g. communication, leadership, teamwork, time management).</p>  | <p><b>2 points</b></p> <p><b>2 points</b></p> <p><b>2 points</b></p>  |

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| <p><b>Work / Volunteer Experience – 25 points</b></p> <p>Listed in reverse chronological order.</p> <p>Full job title.</p> <p>Organization name, location (only city and province/ state if in Canada or US, only country if from overseas).</p> <p>2 – 4 relevant accomplishments (less than 6 bullet points).</p> <ul style="list-style-type: none"> <li>○ Included <a href="#">quantifiable</a> examples when possible.</li> </ul> <p>Use of active verbs at the right tense.</p> <ul style="list-style-type: none"> <li>○ If currently in the position, use present-tense: e.g. Determine, Create.</li> <li>○ If no longer in the position, use past-tense: e.g. Determined, Created.</li> </ul> <p>Provided examples of situations where the skills listed in your summary are demonstrated.</p> | <p><b>1 point</b></p> <p><b>2 points</b></p> <p><b>2 points</b></p> <p><b>5 points</b></p> <p><b>5 points</b></p> <p><b>5 points</b></p> <p><b>5 points</b></p> |
| <p><b>Education – 20 points + 1 bonus point</b></p> <p>Credentials are listed in reverse chronological order.</p> <p>Indicated current KPU program name as listed in the <a href="#">University Calendar</a>.</p> <p>GPA listed correctly (if over 3.5).</p> <p>Listed 1-2 relevant in-class projects with the correct project name and indicated the percentage or grade earned. Listed 2-3 courses related to the positions you are pursuing and a short<sup>3</sup> course description.</p> <p>Listed other credentials (e.g. Bachelor Degree, Diploma) and/or Certificates (e.g. Microsoft, Google, QuickBooks, SAP).</p>   | <p><b>2 points</b></p> <p><b>3 points</b></p> <p><b>1 bonus point</b></p> <p><b>5 points</b></p> <p><b>7 points</b></p> <p><b>3 points</b></p>                  |
| <p><b>Formatting – 15 points</b></p> <p>Length is 1-2 pages.</p> <p>No typos, misspelling, or grammar mistakes.</p> <p>Clean overall looks, with adequate white space and margins (minimum 0.5" page margins).</p> <p>Consistent formatting (e.g. use only one type of bullet points).</p> <p>Font use: maximum two different fonts, e.g. Arial, Calibri, Helvetica or Times New Roman, at a font size of 11-12).</p> <p>Text is aligned to the left.</p> <p>Strategic use of Bold or Underline features, no double emphasizing.</p>  | <p><b>3 points</b></p> <p><b>5 points</b></p> <p><b>2 points</b></p> <p><b>2 points</b></p> <p><b>1 point</b></p> <p><b>1 point</b></p> <p><b>1 point</b></p>   |

**Confirm that the following items are NOT on your resume:**

No personal info, e.g. birthdate, SIN, country of origin, marital status, mention of children, height, weight, etc.

No headshots, pictures, images, or icons.

No use of bright colours (e.g. only use black, navy, dark grey). Preferred: only two different shades or black.

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|  | <b><i>Total Points</i></b> |

<sup>1</sup> Local – the first three digits of a local phone number are normally recognizable as one of: 604, 778, 236, 250, 256, etc.

<sup>2</sup> High– here referring to higher than 3.5.

<sup>3</sup> Short – here referring to a description that is no longer than two lines.