



### Resume Rubric

Student Name \_\_\_\_\_ University \_\_\_\_\_

Resume Factor/Item	Poor	Average	Excellent
<b>Format/Grammar/Spelling – 0 to 10 points</b>	The format is not consistent or the sections are not relevant. And/or there are glaring grammar/spelling issues <b>0 points</b>	The format is consistent but may not stand out. And/or there are minor grammar/spelling issues <b>1 – 6 points</b>	The format is eye catching. There are no grammar/spelling issues <b>6 – 10 points</b>
<b>Experience</b>	No experience listed or experience is not relevant. And/or it is impossible to determine what essential job functions are. <b>0 Points</b>	Limited or some relevant experience. It is possible to determine what job functions were performed and how well the candidate performed (e.g. they list some accomplished goals) <b>1 – 30 points</b>	Highly relevant sales experience. It is easy to determine what the essential job functions were, and if sales goals are met or exceeded. <b>31 – 40 points</b>
<b>Education</b>	Education is not relevant (e.g. only lists high school education and/or major/minor have no tangential connection to sales. <b>0 points</b>	Candidate has some relevant sales education (e.g. lists taking one or two sales courses, or may have some sales competition experience) <b>1 – 30 points</b>	Candidate is a sales major/minor has taken three or more sales courses, and/or candidate has extensive sales competition experience. <b>31 – 40 points</b>
<b>Overall Impression</b>	Would not invite the candidate for an interview <b>0 points</b>	May give the candidate an interview if the job is an internship, or entry level basic sales. <b>1 – 6 points</b>	Would definitely grant candidate an interview, and/or would anticipate the candidate is highly likely to be given an offer if interview is successful. <b>7 – 10 points</b>