

NCFR Résumé Review Rubric

Thank you for your time and effort in serving as a résumé reviewer for NCFR’s developing and current professionals. The goal of this review is to provide those seeking feedback on their résumés with professional, specific, and complete feedback in areas such as résumé formatting, content, sections, and appearance. NCFR is not looking to create a standard to which résumés must conform; our goal is to create a venue for review.

Please provide honest and constructive feedback; that is what applicants are seeking from you. Below you will find suggested criteria for review, but please feel free to address issues you find beyond these. Additionally, please make sure your feedback is complete; if you have constructive feedback, please also provide solutions for improvement.

You may use the supplied rubric to provide your feedback, as well as Microsoft Word’s track changes and comments tools if those help you to communicate your feedback.

<i>Formatting</i>	<i>Content</i>	<i>Résumé Sections</i>	<i>Appearance</i>
<ul style="list-style-type: none"> • Appropriate white space (e.g., one-inch margins, etc.) • Standard font • Font size is appropriate • Utilizes bullets to break up paragraphs • Dated information is in reverse chronological order (newest to oldest) • NO spelling/grammatical errors • NO abbreviations • Design elements, font, and layout are consistent • Personal pronouns (I, me, my) are avoided 	<ul style="list-style-type: none"> • Information is easy to locate • Information is descriptive but does not overload the reader • Information unrelated to employment (e.g., marital status, age, nationality, photo, etc.) is omitted • Applicant name stands out and is at the top of the first page • Ideally only relevant work experience, prior degrees, and unique accomplishments are included • Email address is professional • Utilizes action verbs versus adverbs (words ending in -ing) • Utilizes technical vocabulary 	<ul style="list-style-type: none"> • Headings stand out, are easy to find, and are prioritized • Headings are consistent in formatting • Page breaks are appropriately utilized • References are provided, or are ‘available upon request’ • Sections are ordered to highlight applicant’s credentials • Descriptive information is limited to unique/important content • Appropriate sections are included based on current professional status <ul style="list-style-type: none"> • For students: include all internships 	<ul style="list-style-type: none"> • Résumé is visually pleasing and is both easy to follow and inviting to read • Page 1 has ‘eye-catching’ attributes • Résumé should appear original and not based on a template • Design elements (e.g., bullets, bolding, headings, etc.) are utilized to guide the reader’s eye through the document and are not distracting • Avoids more than seven lines of continuous text • Avoids sentence format • Length/appearance is appropriate for current professional status

NCFR expects that all communications will be kept professional and constructive. Feedback should be complete and be provided in accordance with program deadlines.

NCFR Résumé Review Rubric

The résumé review rubric is intended as a guide to help you organize your review process; you are not required to use the rubric. Alternate/additional review methods include tracking changes and using the comments tool in Microsoft Word.

Note: Résumés come in a variety of structures and formats, therefore, this rubric is not a guide for résumé design.

STRUCTURE/CONTENT	EVALUATION	FEEDBACK/RECOMMENDATIONS
HEADING: <ul style="list-style-type: none"> • Full legal name • Permanent contact information 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
Optional OBJECTIVE/PERSONAL STATEMENT: <ul style="list-style-type: none"> • Concise, focused statement of specific professional interests and/or career goals 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
EDUCATIONAL EXPERIENCE: <ul style="list-style-type: none"> • Degree(s) earned <ul style="list-style-type: none"> • Institution, location, dates 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
PROFESSIONAL TRAINING: <ul style="list-style-type: none"> • Internships and other relevant training <ul style="list-style-type: none"> • Institution, location, dates 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
PROFESSIONAL EXPERIENCE: <ul style="list-style-type: none"> • Family Science and related employment and experiences <ul style="list-style-type: none"> • Position title, employer, location, dates, description of responsibilities 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
PROFESSIONAL MEMBERSHIPS: <ul style="list-style-type: none"> • Organization(s), years of membership 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
LEADERSHIP EXPERIENCE: <ul style="list-style-type: none"> • Position title, committees, projects <ul style="list-style-type: none"> • Organization(s), dates 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
SERVICE/VOLUNTEER EXPERIENCE: <ul style="list-style-type: none"> • Organization, community, volunteer <ul style="list-style-type: none"> • Dates, description 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	

STRUCTURE/CONTENT	EVALUATION	FEEDBACK/RECOMMENDATIONS
LICENSES & CERTIFICATIONS: <ul style="list-style-type: none"> • Certified Family Life Educator, Marriage and Family Therapist, other licenses or certifications, additional training (e.g., mental health first aid, etc.) <ul style="list-style-type: none"> • Date of training, expiration date, license number 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
HONORS & AWARDS: <ul style="list-style-type: none"> • Academic recognitions, awards, scholarships <ul style="list-style-type: none"> • Name of award, sponsoring organization, date 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
READABILITY/FORMAT	EVALUATION	FEEDBACK/RECOMMENDATIONS
<ul style="list-style-type: none"> • Standard point font • Design layout and elements are consistent • Pages numbered • Clear and distinguishable category headings • Reverse chronological order • Personal pronouns (I, me, my) avoided 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
ACCURACY/RELEVANCE	EVALUATION	FEEDBACK/RECOMMENDATIONS
<ul style="list-style-type: none"> • No spelling and grammatical errors • Action verbs are used for descriptions • Content focused on professional information • Irrelevant personal information avoided (e.g., age, ethnicity, etc.) • Relevant experiences highlighted 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
MISCELLANEOUS	EVALUATION	FEEDBACK/RECOMMENDATIONS
<ul style="list-style-type: none"> • No redundancy • Email address is professional • Information prior to current degree avoided unless it involved a previous degree, a unique experience, relevant work or leadership <ul style="list-style-type: none"> • Note - internships may be included when applying for a first job 	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	

ADDITIONAL FEEDBACK