VSU
VIRGINIA STATE
Career Services

Chronological Resume Rubric
Required Fields/Sections

Save Your File	
Meets Minimum	**Exceeds Minimum**
☐ Save as "First Name Last Name resume" (ex. Jane Doe (resume)	☐ Save as First Name Last Name resume # 1 to help track resume revisions (ex. Jane Doe resume 1)

Contact Information	
Meets Minimum	**Exceeds Minimum**
☐ Name (largest font in the document) ☐ Addresses (permanent and/or current) ☐ Cell/phone ☐ E-mail address (use a professional e-mail, such as @students.vsu.edu)	☐ Personal Webpage URL or e-Portfolio link (to showcase significant projects and work products) ☐ LinkedIn URL

Education (should be your first category unless you are an Alum)	
Meets Minimum	**Exceeds Minimum**
☐ Name of university (e.g., Virginia State University; don't list high school) ☐ Location of the institution (city, state) – ***Only state names may be abbreviated on your resume; example: Virginia (VA)*** ☐ Official name of your degree (e.g., Bachelor of Science, not BS) ☐ Only list your cumulative G.P.A. (grade point average) if 3.0 or higher ☐ Expected graduation date (month/year) ☐ Major, minor, specialization and/or license spelled out ☐ Praxis scores or status (for teacher candidates, if applicable) ☐ Study abroad (name of institution, dates-if applicable)	☐ Specialized coursework ☐ Additional certifications, trainings, and/or professional development experiences ☐ Courses or projects illustrating skills and knowledge related to your career objective

Experience	
Meets Minimum	**Exceeds Minimum**
☐ List experience in reverse chronological order (most recent job or position first) under each section heading ☐ Indicate the name and location of the employer or organization (city, state) ☐ List your job title and starting and ending dates for each assignment (month/year or semester/year) ☐ Use action verbs and specific examples to describe your key accomplishments and contributions; emphasize transferable skills and knowledge ☐ Use verb tenses consistently - use past tense verbs to describe your previous position responsibilities and present tense verbs for current jobs or positions ☐ Do not use "I" statements or "Responsible for"	☐ Use different section headings to separate career-related experiences (e.g., relevant experience, teaching experience) from other work (e.g., college employment, work history) ☐ Present your relevant experiences first, including internships in your field, student teaching, research projects, related employment, and volunteer experiences ☐ Quantify your accomplishments/results (e.g. increased sales 35% within six months)

Layout/Design

Meets Minimum	Exceeds Minimum
☐ Font size for body text is large enough to be easily read (10 pt. minimum) ☐ Consistent style and layout throughout the resume ☐ Organize the information from the most important and downward ☐ Use either months or seasons for dates ☐ Resume is one full page	☐ Resume design is consistent with professional practice (e.g., graphic design, theatre, music) ☐ Use the white space effectively for visual appeal

OPTIONAL RESUME ENHANCEMENTS

Career Objective (optional)

General	Enhanced
☐ If used, the profile, the summary, and or/objective is clear (i.e., a specific position or job function desired, organization type is identified)	☐ Specific skills, knowledge or experience offered (e.g. supervisory experience, knowledge of educational technology, self-starter)

Activities/Services

General	Enhanced
☐ Official name of each organization offices or leadership roles ☐ Dates of involvement ☐ Do not use acronyms	☐ Highlight key accomplishments in leadership roles and skills and knowledge gained ☐ Highlight transferable skills

Awards/Honors

General	Enhanced
☐ Official name for each honor or award ☐ Official name of organization or group that conferred the honor or award ☐ Month/year award received	☐ Summarize scholarships (e.g., received 3 academic, 2 leadership, and 1 service learning) ☐ Group awards by topic for readability ☐ Consider including awards/honors under different sections instead (e.g., Education- Honors List, Dean's List, Work Experience- Employee of the Month)

Skills/Unique Qualifications

☐ Languages (level of proficiency)
☐ Publications (Title; APA or MLA)
☐ Research projects
☐ Computer/programming (List languages, software)
☐ Military service (rank and assignment)

Student's Name: _____   Course Name: _____

Career Advisor's Signature: _____   Date: _____