



Resumé Feedback Form

There is No Great Resume without Great Effort

Student Name: _____

Reviewed by (Career Coach name): _____

Note: This rubric serves as a guide to the elements regarded as essential to a successful resumé; further guidelines and examples can be found in the [resume/cover letter reference guide](#). Those elements in **bold/highlight** are areas we feel would benefit from more work; additional comments are provided to aid in your revision process. If you have other questions, please [make an appointment](#) with a career coach.

CATEGORY/RESUME SECTION	GENERAL RECOMMENDATIONS	SPECIFIC COMMENTS
GENERAL FORMATTING AND LAYOUT	<ul style="list-style-type: none">• Font size between 10.5 -12 points for content• Your name should be the largest entry on the page (between size 12 - 16)• Use a standard, easy-to-read font (e.g. Calibri, Arial, Candara)• Margins no smaller than 0.5 inch• Document should fit on 1 page (there are exceptions where 2 pages <i>may</i> be okay)• Bold and italics should be used <i>in moderation</i>	

	<ul style="list-style-type: none"> • Be consistent with font size, underlining, spacing, indents, boldening, date formatting, spelling (ex - if you choose to use periods in your resume make sure all bullets have periods) • Use reverse chronological order (most recent experience highest) • Send as a PDF where possible to ensure that your formatting does not shift; check that your resumé looks acceptable on small tablet and phone screens 	
NAME AND CONTACT INFORMATION/HEADER	<ul style="list-style-type: none"> • Name should be prominent (centered on page) and first thing • No need for a full address, city, state and zip is fine (center this) • Provide all your contact information: phone and email address if you have a polished LinkedIn profile and/or an online portfolio or website, consider including the URL (center this as well) • Do not provide photos, or personal information 	
SUMMARY (not required)	<ul style="list-style-type: none"> • Keep it short, no more than 4 lines of text • Do not use pronouns or include a list of objectives • Use skills that you possess, and that align with the position for which you are applying • If you do not have a summary include a skills section 	
EDUCATION	<ul style="list-style-type: none"> • For most, this will be the first section of your resumé, unless there's a summary. • List Brooklyn College education first. • Include the degree you are pursuing and anticipated graduation date. Your graduation date should be all the way to the right. If you have a minor you can include that after the major. Example of education - i.e., BS, Psychology (<i>minor in Sociology</i>), Degree expected: May 2022. • You may choose to list 'Relevant Coursework' if you have classes related to the job for which you're applying • If you would like to expand on the coursework you did. You may want to include an "Academic Project Highlights" section (see reference guide pg 13) 	

EXPERIENCE	<ul style="list-style-type: none"> • This includes paid and non-paid experiences, volunteer, internship, personal projects • Start bullets with action verbs that highlight transferable skills; when applicable, list skills that align with skills required for job description • The length of each bulleted sentence should be no more than 1-2 lines (this keeps it clear and concise) <ul style="list-style-type: none"> • Think carefully about the amount of detail you give - make sure to avoid excessive information • Avoid using jargon unless the jargon is relevant to the position • Include all relevant experience you may have. Experience does not have to be paid • Quantify the results of your bullets. Use numbers whenever possible (ie - if you say you help customers, how many on average?) • Show accomplishments/results from your actions. Your resume should go beyond your duties, it should include results ie - increased number of Instagram followers by 200% 	
SKILLS (if you choose to not use a summary, you should have a skills section)	<ul style="list-style-type: none"> • If particular skills are of <i>great relevance</i> to the role (e.g. computer science, research), consider creating a separate section called “Technical Skills” and putting it higher on your resume (directly after Education) if not, this should be the last section of your resume • The skills section should include computer skills and languages other than English. Computer skills should be specific software you’ve used (e.g. video editing, and coding). Languages should include your level of fluency (proficient, fluent) • In this section you can also include licenses and certifications 	
GRAMMAR/PUNCTUATION	<ul style="list-style-type: none"> • Check spelling and grammar; avoid contractions, abbreviations, and slang. Do not use pronouns. • For experiences that happened in the past, use the past tense (e.g. conducted or developed) • For experiences that are happening in the present, use present simple tense (e.g. create) – do not use present perfect tense (e.g. creating) 	