

**The University of Iowa Pomerantz Career Center
Resume Rubric for HireaHawk Approval**

The Pomerantz Career Center reviews students' first resume uploaded into HireaHawk.com.

All other documents will not be reviewed but will be automatically approved.

A resume uploaded into HireaHawk will be reviewed by a Career Center staff member. The criteria below will be used to determine whether the resume is Approved, Approved with Reservations, or Declined Approval.

	DECLINED APPROVAL	APPROVAL WITH RESERVATIONS	APPROVED
	<i>Contains major errors; it is not recommended that this resume be used for applications.</i>	<i>Contains errors; it is approved but highly recommended that changes are made before submitting for applications.</i>	<i>Resume meets all criteria and is ready to be used for applications.</i>
Formatting	<ul style="list-style-type: none"> ▪ Wrong document uploaded ▪ Unreadable/major formatting errors ▪ Too long (more than 2 pages)/short (less than ¾ page long) ▪ Name & header information not included 	<ul style="list-style-type: none"> ▪ Inconsistent formatting ▪ Hard to read ▪ No clear headers ▪ Too long (over 1 page long)/short (does not fill 1 page) ▪ Too little/much white space ▪ Overuse of lines, borders, boxes ▪ Multiple font styles and/or decorative fonts ▪ Inappropriate font size ▪ Not in reverse chronological order by section 	<ul style="list-style-type: none"> ▪ Format is clean and consistent ▪ All information can be easily found with a glance ▪ All dates are in appropriate order ▪ Font style is consistent throughout resume ▪ Effective use of space ▪ One page in length
Spelling and Grammar	<ul style="list-style-type: none"> ▪ Major grammatical errors, take focus away from content. Needs proofreading! 	<ul style="list-style-type: none"> ▪ Some spelling/grammatical errors that have been identified in review 	<ul style="list-style-type: none"> ▪ No apparent mistakes
Descriptions of Experience, Skills, Honors, Activities	<ul style="list-style-type: none"> ▪ No descriptions/bullet points ▪ Includes full street address/zip code of employer ▪ Includes name of supervisor 	<ul style="list-style-type: none"> ▪ Incorrect degree or other information ▪ Diversity of action verbs could be beneficial ▪ Limited information on accomplishments/responsibilities ▪ Tense is incorrect ▪ In narrative format (includes personal pronouns) 	<ul style="list-style-type: none"> ▪ Action verb statements that demonstrate results using #, \$, % if appropriate ▪ Illustrates transferrable skills (teamwork, leadership, customer service, etc.) ▪ Tailored - makes a match to the job of choice

<p style="text-align: center;">General Presentation and Information</p>	<ul style="list-style-type: none"> ▪ Paragraphs (if there are other major issues with the resume) ▪ Personal information (race, gender, age, etc.) ▪ Picture on resume (some international resumes are exempt) ▪ No mention of The University of Iowa on the resume 	<ul style="list-style-type: none"> ▪ Unprofessional email address ▪ Paragraphs (if everything else on the resume is correct) ▪ “Reference available upon request” or references listed on resume ▪ Any High School info is left on (freshmen/sophomores are exempt) ▪ Hobbies/Interests (finance majors are exempt) 	<ul style="list-style-type: none"> ▪ Presents a sense of professionalism ▪ Unique template appropriate for specific field but still professional (may include some color)
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Document adapted on 6/20/18. Original created by Kennesaw State University.