



Blue Hen Standard Resume Rubric

Category	0 Points: Needs Attention (Review Before Submitting)	1 Point: Building Up (Room for Refinement)	2 Points: Blue Hen Standard (Optimized for Professional Applications)
1. Layout & Header	1A. Non-Standard Layout: Exceeds standard of 1 page per higher education degree or under half a page or uses tables, columns or text boxes that break ATS scanners. 1B. Unclear/Extra Contact Info: Missing phone/email, uses informal addresses or lists extra personal details (photos, street address, SSN).	1C. Page Balance & White Space: Appropriate page length and column styling, but white space is crowded or uneven. 1D. Header Visibility & Links: Contact info is present, but name blends in or LinkedIn/portfolio link is uncustomized or only a hyperlink. 1E. Professional Summary: Header includes professional summary, taking space from experiences and more optimal elements (not recommended).	1F. Ideal Layout: Optimal page length, single column, with balanced margins and white space. 1G. Prominent Name & Formatted Contact Info: Name is boldest at top; includes phone, UD email and custom LinkedIn and/or portfolio link if applicable. 1H. No Professional Summary: Header focuses on contact information, with no professional summary taking space away from experiences and skills, in line with current industry best practices recommending excluding a summary.
2. Formatting & Consistency	2A. Formatting & Proofreading Roadblocks: Multiple instances of erratic fonts/sizes, misaligned text spacing, colored text or visible typos.	2B. Font & Style Consistency: Standard font used, but sizes or bullet styles vary across sections. 2C. Minor Alignment Drift: Headers or bullets occasionally drift rather than staying cleanly aligned down the page.	2D. Polished Formatting: Uniform font styles, clear size hierarchy and matching bullet designs throughout. 2E. Clean Visual Alignment: All headings (dates, employers, locations, etc.) are consistently aligned down the full page. 2F. Professional Proofread: Document is 100% error-free in spelling and grammar.
3. Qualifications & Skills	3A. Incomplete Education Details: Missing full degree title, major or lists high school (for sophomore+ standing). 3B. Soft Skills Listed: Skills section lists personality traits (hard worker, organized, etc.) instead of hard skills.	3C. Essential Academic Credentials: Education section includes basics, but needs full degree wording, major(s), graduation timeline or minor/honors details to be complete. Notes GPA below 3.0. Lists general education courses or less relevant projects or takes significant space for list. 3D. Unfocused Skill List: Lists hard skills, but mixes skill types without grouping.	3E. Full Education Details: Full degree title written out (e.g., <i>Bachelor of Science in Psychology</i>) with UD, location and grad date. Lists relevant courses (with course names) and projects, highly tailored to position/industry, as appropriate in available space. If applicable: includes study abroad information in education section with location, program of study and dates of experience. 3F. Technical & Measurable Skills: Dedicated section featuring categorized hard skills (software, lab equipment, coding, languages) with grouped specifics (e.g. Data Processing Software: Microsoft Excel, SPSS, Google Sheets).
4. Communicating Experience	4A. Disorganized Timeline & Roles: Entries lack reverse chronological order, standard experience headers or clear organization for work experience, leadership or campus involvement and/or research experience.	4B. Unstandardized Headers: Reverse chronological order used, but roles, employers/organizations or dates may not be uniform. 4C. Uncontextualized Involvement/Research: Lists student organizations, research projects or jobs without defining the scope or role through bullets or a short description.	4D. Optimized Experience Structure: Consistent reverse chronological headers (Experience Title, Organization, Location, Dates) with appropriate experience sections (Work Experience, Campus Involvement/Leadership, Research Experience, etc.) in priority order based on position needs. 4E. Well-Rounded Experience: Shows active engagement across multiple environments (student organizations, athletics, employment, undergraduate research, etc.). 4F. Experience-Driven Page Focus: Experience makes up the majority of the page, outweighing qualification sections like education and skills.
5. Active Voice & Measurable Impact	5A. Passive Voice, Pronouns and Paragraphs: Written in paragraph blocks, uses first-person pronouns ("I", "me", "my"), mixes verb tense role dates and/or uses full sentences. 5B. Task-Only Duty Lists: Bullets simply rehash everyday job duties without describing action, skill or impact.	5C. Incomplete Action Statement Formula: Experiences are described through skills-based bullet points but rely on weak phrases ("Helped with") or omit the resulting outcome.	5D. Strong Active Voice: Every bullet begins with a strong action verb and uses active voice; bullets are written in phrases and take up no more than 2 lines of text. 5E. Appropriate Tense: Bullet points consistently use present tense action verbs for current, ongoing roles and past tense action verbs for completed experiences. 5F. Measurable & Quantified Impact: Each experience has 1-5 bullets (ideally 2-4 for primary roles). Bullets integrate relevant metrics (project/participant numbers, percent improvements, finances improved, etc.) and qualifications to contextualize results where possible (e.g. increased engagement by 10%, resulting in permanent program adoption, etc.).

The UD Career Center designed this rubric to help you review, score and elevate your resume across five core categories of career readiness. Each category is scaffolded from left to right, showing common roadblocks (0 points) and foundational elements (1 point) before reaching the fully optimized Blue Hen Standard (2 points). This framework is the exact tool used by Career Center Peer Consultants to evaluate resumes submitted through Handshake and reviewed during Drop-In Resume Reviews. You can use the criteria to identify where your draft currently stands, address specific gaps and guide your edits. Following these standards will help ensure your resume is clear, competitive and application-ready.

If your resume was evaluated by a Career Center Peer Consultant, your feedback will include an overall score (out of 10) alongside 1-3 prioritized criteria (such as 1A, 3D or 5B). These codes directly correspond to specific rows and elements in the rubric above. Rather than trying to fix everything at once, focus your next revision on those highlighted priority codes to make the most immediate, high-impact improvements. Note that your review only includes up to three codes, but you may get a full review with a Peer Consultant via Career Center Drop-Ins.

Score: ____ / 10

Score Tiers

0-4 Points: Needs Attention

What this score means: Your resume has a good start, but it has some major roadblocks to fix before you apply. It might be hard for computer scanners or hiring managers to read because of tables, columns, paragraphs instead of bullet points or missing contact and degree details.

5-7 Points: Building Up

What this score means: Your resume is solid, organized and okay to send out if you need to apply right away. It covers all the essential details without major layout issues. With some extra polish (optimizing bullet points, organizing skills, etc.), you can turn a good resume into a great one.

8-10 Points: Blue Hen Standard

What this score means: Your resume meets the Blue Hen Standard! It is clean, easy to scan, well-organized, error-free and clearly highlights your accomplishments and skills. You are ready to start applying for jobs and internships at an optimal and professional level.

Helpful Resources

- [Career Center drop-in hours](http://bit.ly/udel-dropins) during fall and spring semesters for individualized resume support (<http://bit.ly/udel-dropins>)
- [Career Center on CANVAS](#) site for additional career and professional development resources
- Career Center [website](#) to view our resume samples and templates (bit.ly/udccresumes)
- Alumni networking for further industry insights [through LinkedIn](#)
- [BigResume](#) for an AI review of your documents
- [BigInterview](#) to practice interview skills for when this resume gets you to the next stage
- Job boards and campus career fair and event sign-ups through [Handshake](#)