

# RESUME & COVER LETTER ASSIGNMENT - MARKING RUBRIC

YOUR NAME: \_\_\_\_\_

PEER MARKER: \_\_\_\_\_

RESUME		
AREA TO BE MARKED	PEER MARK	TEACHER MARK
<ul style="list-style-type: none"> <li>Name, Full Address and Phone #</li> <li>Email Address (optional - SHOULD BE PROFESSIONAL)</li> <li>Name &amp; Page Number on following pages</li> </ul>	/4	/4
<b>Education/Skills:</b> <ul style="list-style-type: none"> <li>School(s) and years/dates clearly listed</li> <li>Includes courses relevant to position</li> <li>Accomplishments/awards (if applicable)</li> <li>Currently completing grade ____</li> <li>Relevant, detailed list of skills (if applicable)</li> </ul>	/7	/7
<b>Work/Volunteer Experience:</b> <ul style="list-style-type: none"> <li>Dates, position, company name, city</li> <li>Most recent listed first</li> <li>Action verbs and clear descriptors of job tasks</li> <li>Presented in point form, using bullets</li> </ul>	/12	/12
<b>Activities &amp; Interests:</b> <ul style="list-style-type: none"> <li>Detailed list showing a wide range of relevant interests</li> </ul>	/6	/6
<b>References:</b> <ul style="list-style-type: none"> <li>Listed on a separate page (for interview purposes)</li> <li>Minimum two work and one character reference (no immediate family members)</li> <li>Include name, position, company, full mailing address and phone number for each reference</li> </ul>	/6	/6
<b>Format &amp; Presentation:</b> <ul style="list-style-type: none"> <li>Consistent fonts (including sizes and styles) used throughout document (for heading, etc.)</li> <li>All data properly aligned</li> <li>Attractive, eye-catching individualized layout</li> <li>Professional in appearance</li> </ul>	/10	/10
<b>Spelling &amp; Grammar:</b> <ul style="list-style-type: none"> <li>Error-free document (spelling, grammar, etc.)</li> <li>Minimum redundant wording</li> <li>Professional-quality language used</li> </ul>	/5	/5
<b>TOTAL RESUME MARK</b>	<b>/50</b>	<b>/50</b>

COVER LETTER		
AREA TO BE MARKED	PEER MARK	TEACHER MARK
<ul style="list-style-type: none"> <li>Name, Full Return Address</li> <li>Current Date</li> <li>Full Employer Address (as required - should consider choosing a REAL employer)</li> </ul>	/3	/3
<ul style="list-style-type: none"> <li>Proper Salutation - Dear Mr./Mrs./Miss <b>OR</b> Dear Sir or Madam</li> </ul>	/1	/1
<b>Paragraph #1:</b> <ul style="list-style-type: none"> <li>Clearly states position you are interested in</li> <li>States where you heard about the job opening</li> <li>Mention that your resume is enclosed</li> <li>Develops interest to read on</li> </ul>	/4	/4
<b>Paragraph #2:</b> <ul style="list-style-type: none"> <li>Clearly states what you could bring to the job - skills, abilities, knowledge, personal qualities</li> </ul>	/4	/4
<b>Paragraph #3:</b> <ul style="list-style-type: none"> <li>States your hope to hear from employer (re. possible interview)</li> <li>Provides your home and/or alternate daytime phone number (ex. cell phone)</li> <li>Show appreciation for employer reading letter and resume</li> </ul>	/3	/3
<b>Closing:</b> <ul style="list-style-type: none"> <li>Appropriate complimentary closing/salutation</li> <li>Signature</li> <li>Typed full name directly below signature</li> <li>Resume includes Encl. (enclosure of resume)</li> </ul>	/2	/2
<b>Spelling &amp; Grammar:</b> <ul style="list-style-type: none"> <li>Error-free document (spelling, grammar, etc.)</li> <li>Excellent flow of ideas - easy to understand and proper sentence structure used</li> <li>Professional-quality language used</li> </ul>	/4	/4
<b>Format &amp; Presentation:</b> <ul style="list-style-type: none"> <li>Appropriate font used (size, style that is consistent with resume)</li> <li>Page elements aligned correctly</li> </ul>	/4	/4
<b>TOTAL COVER LETTER MARK</b>	<b>/25</b>	<b>/25</b>