

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

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