Rubric - Resume and Cover Letter

Be sure to address all points in your essay.

Organization	The cover letter meets all of the following:	The resume meets all of the following:
Letter /16pts	2 1 0 includes a heading 2 1 0 has an inside address 2 1 0 includes a personal salutation 2 1 0 consists of three or four body paragraphs 2 1 0 contains a complimentary closing 2 1 0 includes a hand written signature 2 1 0 notates an enclosure 2 1 0 is written in the standard block format LEGEND: 2 = excellent 1 = good 0 = below average	2 1 0 is organized in an orderly fashion 2 1 0 contains a centered personal heading 2 1 0 includes an employment objective 2 1 0 incorporates an education heading 2 1 0 contains a work experience heading 2 1 0 includes a professional/personal interest heading 2 1 0 concludes with a reference heading 2 1 0 is no more than one page in length
Resume /16pts		
Ideas and Content	The cover letter meets all of the following:	The resume meets all of the following:
Letter /24pts	4 3 2 1 indicates interest in the position 4 3 2 1 establishes qualifications 4 3 2 1 requests an interview 4 3 2 1 information presented clearly and directly 4 3 2 1 refers the reader to your resume 4 3 2 1 information is presented briefly, yet in complete sentences LEGEND: 4 = excellent 3 = good 2 = average 1 = below average	4 3 2 1 information is complete and orderly 4 3 2 1 uses phrases and clauses 4 3 2 1 information presented in correct order (reverse chronological order) 4 3 2 1 headings stand out from the rest of text
Resume /20pts		

Voice Letter **/16pts** Resume **/10pts**	The cover letter meets all of the following: 2 1 0 considers and addresses the audience 2 1 0 is formal but personable 2 1 0 remains courteous 2 1 0 avoids negative implications 2 1 0 does not make curt demands 2 1 0 avoids sarcasm 2 1 0 eliminates slang, clichés, colloquialisms, and sexism 2 1 0 maintains focus on intended purpose LEGEND: 2 = excellent 1 = good 0 = below average	The resume meets all of the following: 2 1 0 considers and addresses the audience 2 1 0 is informational 2 1 0 eliminates slang, clichés, colloquialisms, and sexism 2 1 0 maintains focus on intended purpose 2 1 0 information revealed in an orderly manner
Word Choice Letter **/12pts** Resume **/8pts**	The cover letter meets all of the following: 2 1 0 words are specific and easily understood 2 1 0 employs active verbs 2 1 0 avoids trite expressions such as a lot, got, and excessive "to be" constructions 2 1 0 contains no contractions 2 1 0 does not use deadwood 2 1 0 avoids gobbledygook LEGEND: 2 = excellent 1 = good 0 = below average	The resume meets all of the following: 2 1 0 words are specific and easily understood 2 1 0 employs active verbs 2 1 0 avoids trite expressions such as a lot, got, and excessive "to be" constructions 2 1 0 contains no contractions

	The cover letter meets all of the following:	The resume meets all of the following:
Sentence Fluency Letter **/12pts** Resume **/4pts**	2 1 0 sentences vary in length 2 1 0 sentences vary in structure 2 1 0 sentence beginnings are varied 2 1 0 employs transitions and connective phrases 2 1 0 eliminates awkward construction 2 1 0 employs parallel structure LEGEND: 2 = excellent 1 =good 0 = below average	2 1 0 phrases are accurate and clear 2 1 0 includes enough information for clarity

Conventions
 	
Letter **/32pts**
 	
Resume **/32pts**
	4 3 2 1 no spelling errors
	4 3 2 1 no subject/verb agreement errors
	4 3 2 1 sentence punctuation is correct
	4 3 2 1 maintains verb tense
	4 3 2 1 proper nouns are punctuated correctly
	4 3 2 1 does not overuse unnecessary commas
	4 3 2 1 contains appropriate abbreviations
	4 3 2 1 eliminates usage errors (ex. there/their)
	
	LEGEND: 4 = excellent
	     3 = good 2 = average
	     1 = below average
		4 3 2 1 no spelling errors
		4 3 2 1 no subject/verb agreement errors
		4 3 2 1 sentence punctuation is correct
		4 3 2 1 maintains verb tense
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Cover Letter total: _____/112   Resume Total:_____/90