Resume/Cover Letter/References Rubric

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Points**  **6-10** | **0 points**  **Not Acceptable** | **Comments** |
| Resume Turned in on time (10 pts) |  |  |  |
| **Heading (10 pts.)** | | | |
| Personal Contact Information   * Name, address, city, state, zip, phone, email * Heading look appealing * Heading draws attention |  |  |  |
| **Section Headings (must have 3 of the following) (30 pts.)** | | | |
| Education   * Dates are shown * School name |  |  |  |
| Skills   * Specific capabilities listed * Skills described in sentence form |  |  |  |
| Honors/Awards/Achievements   * Type of award and year * List more recent first * Achievements maybe recognitions and/or personal successes * Achievements may also be a club membership |  |  |  |
| Work Experience   * Job titles and dates * Company name, city, state, * Job responsibilities are bulleted (minimum of two) * Jobs listed from most recent |  |  |  |
| Leadership/Sports Activities   * Activities participated in for personal enjoyment * List specific roles * Dates of involvement * Leadership positions held |  |  |  |
| Community Service   * Name and describe activity * Give dates |  |  |  |
| **References (10 pts)** | | | |
| References   * At least 3 reference are listed on separate page * Name, title, full address (business) and contact numbers (phone/email/fax) * NO FAMILY MEMBER or HIGH SCHOOL FRIEND |  |  |  |
| **Cover Letter (20 pts)** | | | |
| Cover Letter   * Heading same as resume * Date * Recipient with contact information * Dear \_\_\_\_\_\_ * Opening paragraph describes job and duties * Body (next three paragraphs) explain why you would be good for the job * Closing paragraph gives date and time you will be available * Signature |  |  |  |
| **Document Formatting (10 pts.)** | | | |
| Document Formatting   * Microsoft Word Document * Document is neat and easy to read with appropriate fonts * Headings aligned and tab space is uniform * 3 pages total |  |  |  |
| **Correct Spelling/Grammar (10 pts.)** | | | |
| Correct spelling throughout   * Zero mistakes allowed   Correct grammar throughout   * Zero mistakes allowed |  |  |  |
| **Total Points (100 pts.)** |  |  |  |