Resume/Cover Letter/References Rubric

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| **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.)** |  |  |  |