Grading Rubric: Job Application Materials

Job-Application Letter

_____ The letter meets the reader's needs.
    Has "you attitude"
    Clearly references what is asked for in the job ad

_____ The letter looks professional. Elements of a formal business letter are present.

_____ The introductory paragraph should:
    identify the source of information and the position being applied for
    state that you wish to be considered
    forecast the rest of the letter.

_____ The education paragraph should respond to your reader's needs with a unified idea introduced by a topic sentence.

_____ The employment paragraph should respond to your reader's needs with a unified idea introduced by a topic sentence.

_____ The concluding paragraph should include a reference to your resume, a request for an interview, your phone number, and your e-mail address.

_____ The letter should include an enclosure notation.

Printed Resume

_____ The resume should have a professional appearance.
    generous margins
    a symmetrical layout
    adequate white space
    effective indentation

_____ The resume meets the reader's needs.
    Has "you attitude"
    Clearly references what is asked for in the job ad

_____ The identifying information should contain the name, address(es), phone number(s), and e-mail address(es).

_____ The resume should include a clear statement of job objectives or a summary of credentials (or appropriately does not, and it is clear why not)

_____ The education section should include the following.
 the degree
 institution and its location
 (anticipated) date of graduation
 any other information that will help a reader appreciate specific qualifications.

_____ The employment section should include the following for each job.
 the dates of employment
 the organization's name and location
 (if a chronological resume) the position or title
 a description of duties and accomplishments

_____ The resume should include any other appropriate sections, such as computer skills and abilities, military service, language skills, or honors.

_____ The References page should include the names, job titles, organizations, mailing addresses, and phone numbers of three or four references.

_____ Everything should be free of errors. NO GRAMMATICAL MISTAKES!

_____ The job ad is included.

Comments: