PRM 498C Cover Letter/Resume/References Grading Rubric

Cover Letter	**Expectations Met**	**Needs Some Improvement**	**Needs Much Improvement**	**Did Not Address/Missing, etc.**	**Total Possible**
Opening Paragraph	**10 points** The opening paragraph arouses the interest of the employer by stating why you are interested in the organization, names the specific job applied for and states where you heard of the job.	**9-6 points** The opening paragraph is adequately written but could improve on one of the required elements: why you are interested, specific job, where you heard of the job.	**5-3 points** The opening paragraph is poorly written or is missing one of the required elements: why you are interested, specific job, where you heard of the job.	**2-0 points** The opening paragraph is poorly written and is missing more than one of the required elements.	**10**
Middle Paragraph	**10 points** The middle paragraph is neatly written and creates a desire for an employer to know more about you. It emphasizes the resume pointing out achievements and qualifications that meet the job description.	**9-6 points** The middle paragraph is adequately written but does not necessarily create a desire for the employer to know more about the student or does not emphasize the resume.	**5-3 points** The middle paragraph is poorly written and does not create a desire for the employer to know more about the student or does not emphasize the resume.	**2-0 points** The middle paragraph is poorly written and does not make the employer want to meet the individual, emphasize the resume and does not refer to the job description.	**10**
Closing Paragraph	**10 points** The closing paragraph paves the way for an interview by offering to call in the future.	**9-6 points** The closing paragraph leaves the employer unsure if the applicant would like an interview or does not offer to call in the future.	**5-3 points** The closing paragraph is weak and missing closure.	**2-0 points** There is no closing paragraph.	**10**
Business Format Layout	**8 points** The letter is organized. It includes all of the required components in the correct order with the correct spacing between elements and contact information at top.	**7-6 points** The letter is missing 1 of the required elements or the components are not in the correct order.	**5-3 points** The letter is missing several of the required elements or the components are not in the correct order.	**2-0 points** There is no apparent organization to the letter. It is missing multiple components.	**8**
Writing Skills Spelling Grammar	**7 points** Sentences are fluent and effective. No errors in mechanics, punctuation, spelling and word usage.	**6-5 points** Sentences are usually controlled. There are minor errors in mechanics, punctuation, spelling and word usage.	**4-2 points** Sentences are generally adequate but there are several errors in mechanics, punctuation, spelling and word usage.	**1-0 points** Sentences are generally inadequate. There are major lapses in mechanics, punctuation, spelling and grammar.	**7**
					45 Total
Resume	**Expectations Met**	**Needs Some Improvement**	**Needs Much Improvement**	**Did Not Address/Missing, etc.**	**Total Possible**

Heading	**5 points** Includes name, address, telephone, email, mailing address	**4 points**	**3-2 points**	**1-0 points**	**5**
Education	**10 points** Education section emphasizes *relevant* coursework, what degree student expects to attain and when. Education is put *before* employment unless student has extensive career-related job experience. Education is listed chronologically and all institution/degree info is listed.	**9-6 points**	**5-3 points**	**2-0 points**	**10**
Experience Work, Volunteer, Certifications, Awards, etc.	**10 points** Listed experience and other information include job titles, dates, and locations, list of duties or accomplishments. Strong action verbs are used and skills are apparent.	**9-6 points**	**5-3 points**	**2-0 points**	**10**
Format	**10 points** 1-2 pages Balanced, white space, good font choices, pleasing design	**9-6 points**	**5-3 points**	**2-0 points**	**10**
Grammar, Punctuation, Spelling	**10 points** No spelling errors No grammatical errors Word processing mechanics are perfect	**9-6 points**	**5-3 points**	**2-0 points**	**10**
					45 Total
Reference List	**Expectations Met**	**Needs Some Improvement**	**Needs Much Improvement**	**Did Not Address/Missing, etc.**	**Total Possible**
	5 points Contact Information at Top				**5**
	5 points Three complete References listed (name, address, phone#, email)				**5**

					10 Total
Assignment Total					**100**