**Resume and Cover Letter Grading Rubric, 100 Points**

**1. Process,** 25 points

*Did the student follow the rules?*

1) On-time; 15 points

2) Followed Directions; 10 points

**2.  Appearance**, 25 points

*Does the resume conform to the buying habits of the interviewer?*

1) Correct Grammar; 10 points

2) 12-point type, Times New Roman; 5 points

3) Appropriate margins, Paper w/ watermark, correctly positioned; 5 points

4) Cover letter traveled safely with resume; 5 points

**3.  Content**, 50 points

*Resume*, 10 points

1) One page; 5 points

2) Formatted for easy reading; 3 points

3) No gaps in employment or higher education activities; 2 points

*Cover Letter to Resume*, 25 points

1) One page; 2 points

2) Explains "why" candidate is motivated; 10 points

3) Answers "why" candidate should be hired; 3 points

4) Tells a story to demonstrate the 'whys;' 10 points

*Cover Sheet to Cover Letter*, 15 points

One page

Student's Name

Professor Yoest

Class and section number

Date due

Assignment: Resume and Cover Letter

5 points

Verbiage stating that the Student visited the Career Center and the Writing Center and signed the affirmation with a signature:

“I consulted both the Career Center and the Writing Center to prepare this assignment, signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

10 points

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