**Resume & Cover Letter Rubric Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Traits** | **10-8 pts.** | **5-7 pts.** | **2-4 pts.** | **0-1 pts.** |
| *Resume* |
| **Function** | Audience and purpose of the resume are strong and clear. | Audience and purpose are present but could be stronger. | Audience and purpose are less clear, and weak parts remain. | Audience and purpose are not clear. |
| **Form** *(functional or chronological)***& content** | Format of the resume is clear. Each major section includes required information (objective statement, names, dates, locations, etc.). | Format is mostly clear. Each major section includes most of the required information (objective statement, names, dates, locations, etc.). | Format is confusing. Major sections are missing informa- tion (objective statement, names, dates, locations, etc.). | Format is hard to see. Major sections are missing information (objective state- ment, names, dates, locations, etc.). |
| **Effectiveness** | Resume shows a very professional appearance, tone, and style. | Resume shows an appropriate appearance, tone, and style. Some inconsistencies remain. | Resume shows a less professional appearance, tone, and style. Several weaknesses need attention or revision. | Resume does not have a professional appearance, tone, or style. Much revision is needed. |
| **Grammar & mechanics** | Writer follows all guidelines for spelling, grammar, usage, mechanics, etc. Sentences are strong and have a varied structure. | Writer follows most guidelines, but some sentences are unclear, uneven, or contain errors. | Writer follows some guidelines, but sentences contain multiple errors and are difficult to understand. | Writer has difficulty follow- ing guidelines; most sentences contain numerous errors and cannot be understood. |
| *Cover letter* |
| **Function** | Audience and purpose of the cover letter are strong and clear. | Audience and purpose are present but could be stronger. | Audience and purpose are less clear, and weak parts remain. | Audience and purpose are not clear. |
| **Form & content** | Format of the letter is clear. Each major section includes all required information (address, date, salutation, body, closing, signature). | Format is mostly clear. Each major section includes most required information (address, date, salutation, body, closing, signature). | Format is confusing. Major sections are missing informa- tion (address, date, salutation, body, closing, signature). | Format is hard to see. Major sections are missing information (address, date, salutation, body, closing, signature). |
| **Effectiveness** | Letter shows a very professional appearance, tone, and style. | Letter shows an appropriate appearance, tone, and style. Some inconsistencies remain. | Letter shows a less professional appearance, tone, and style.Several weaknesses need attention or revision. | Letter does not have a professional appearance, tone, or style. Much revision is needed. |
| **Grammar &** | Writer follows all guidelines | Writer follows most guidelines, | Writer follows some guidelines, | Writer has difficulty follow- |
| **mechanics** | for spelling, grammar, usage, | but some sentences are unclear, | but sentences contain multiple | ing guidelines; most sentences |
| mechanics, etc. Sentences are | uneven, or contain errors. | errors and are difficult to | contain numerous errors and |
| strong and varied. | understand. | cannot be understood. |
| **Total out of 80 possible points** |  |