

## Resume and Cover Letter Rubric



**IDEAS AND DEVELOPMENT:** I drew on relevant information and personal experiences that fit into the job description I used. Information on your resume is accurate. The cover letter expands on details from the resume.

1 2 3 4 5 6 7 8 9 10



**ORGANIZATION:** The resume is organized chronologically, highlighting awards, certifications, and education. The cover letter introduces the writer, highlights specific, relevant experiences, and asks for an interview.

1 2 3 4 5 6 7 8 9 10



**VOICE and TONE:** The audience is addressed in a voice that is lively, professional, and engaging. I sound like a very confident and competent writer.

1 2 3 4 5 6 7 8 9 10



**WORD CHOICE & TERMINOLOGY:** Well-chosen words convey my message in a clear, precise, and highly readable way. I used the language of the content area with skill and ease, always helping to make meaning clear.

1 2 3 4 5 6 7 8 9 10



**SENTENCE STRUCTURE:** Sentences are strong, clear and thoughtfully structured. Each builds on the one before. No words are wasted. There are actually meaningful sentence beginnings, not all begin with the subject. I used transitions and linked ideas together.

1 2 3 4 5 6 7 8 9 10



**CONVENTIONS & PRESENTATION:** I know my grammar and punctuation because I don't like to make Ms. Loose struggle through the reading of it. In fact, she is going to thoroughly enjoy it. The layout of my resume is eye appealing. Mine will not be thrown away or made fun of.

1 2 3 4 5 6 7 8 9 10