CHN 486 Virtual Work Experience: Résumé and Cover Letter Rubric

Student Name: _____   Résumé: _____/20   Cover Letter: _____/ 16

Résumé	Excellent - 4 pts	Good - 3 pts	Fair - 2 pts	Poor - 1 pt
Content _____pts	Lists **all the required components**: personal information, experience, education, skills, honors. Descriptions of work experience and education background **highlight applicant's strengths** while **matching the job qualifications**.	Lists most of the required components. Descriptions of work experience and education background are somewhat vague and insufficient, and not clearly targeted to the position.	Some of the required components missing. Descriptions of work experience and education background are vague and insufficient. Résumé is generic and not tailored to the position.	Most of the required components missing. Descriptions of work experience and education background are minimal and irrelevant to the position.
Organization _____pts	The most important items listed on the top half of résumé. Items listed in **reverse chronological order**. Very easy to identify key ideas and skills.	Listing important items in reverse chronological order is inconsistent. Relatively easy to identify key ideas and skills.	Several sections or items are not in reverse chronological order. Difficult to identify key ideas and skills.	Sections and items are not well-organized (in random order). Key skills and ideas are very difficult to find.
Vocabulary & Grammar _____pts	Uses **formal (academic, specialized) vocabulary** to describe work experience and education background precisely and concisely. **Strong action verbs** are used.	Uses mostly formal (academic, specialized) vocabulary to describe work experience and education background. Occasional use of colloquial vocabulary remains. Some strong action verbs are used, but some are generic.	Frequent use of informal and generic vocabulary. Some word usages correspond to applicant's first language.	Frequent inaccuracy in word use or selection. Word usages mostly correspond to applicant's first language. Only informal vocabulary is used.
Grammar _____pts	Minimal (1-3) grammatical errors, punctuation errors, and typos.	4-6 grammatical errors, punctuation errors, and typos.	7-10 grammatical errors, punctuation errors, and typos. Some sentence structures correspond to applicant's first language.	Sentence structures mostly correspond to applicant's first language. Over 10 grammatical errors, punctuation errors, and typos.

Visual Appearance _____pts	Consistent in choice of **layout** and **font style/size**. Fills **only one page**, but not overcrowding. Overall visually appealing and very professional.	Shows appropriate appearance. Some inconsistencies in choice of layout and font style/size remain. Does not exceed one page.	Page appears crowded but does not exceed one page. Many consistencies in choice of layout and font style/size.	Exceeds one page or does not fill the majority of the page. Font style/size is unreadable.
Cover Letter	**Excellent - 4 pts**	**Good - 3 pts**	**Fair - 2 pts**	**Poor - 1 pt**
Content _____pts	Includes **all the required components**: appropriate salutation and closing statement, personal information, position sought, and purpose of the letter. Mentions attached résumé. Highlights **strengths/qualifications related to the job**. Elaborates on **reasons for applying for this position**.	Includes most of the required components. Mentions attached résumé. Highlighted strengths/qualifications are not convincing or clearly targeted to the position. Mentions reasons for applying for this job, but not in detail.	Includes some of the required components. Does not mention attached résumé. Strengths/ qualifications are not tailored to the position. Listed reasons for applying for this job are generic and not targeted to the position.	Most of the required components are missing. Does not mention attached résumé, strengths/ qualifications, or reasons for applying for this position.
Vocabulary _____pts	Uses **formal (academic, specialized) vocabulary** and expressions.	Uses some formal (academic, specialized) vocabulary and expressions. Occasional use of informal vocabulary remains.	Frequent use of generic vocabulary and colloquial expressions.	Uses mostly informal vocabulary and colloquial expressions.
Grammar _____pts	Minimal (1-3) grammatical errors, punctuation errors, and typos that do not impair comprehension.	4-6 grammatical errors, punctuation errors, and typos that do not impair comprehension.	7-10 grammatical errors, punctuation errors, and typos that may impair comprehension.	Over 10 grammatical errors, punctuation errors, and typos that may impair comprehension.
Format & Style _____pts	Uses appropriate **font style and size**. Format is consistent. **Layout (e.g., margin, line spacing)** is visually appealing.	Some inconsistencies in choice of font style/size remain. Layout is clear.	Many inconsistencies in choice of font style/size. Choices in layout may affect readability.	Very inconsistent in choice of font style/size. Some font size/style does not appear professional. Unclear layout affects readability.