Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Create a Resume and Cover letter

You will create a resume and cover letter for one of the job postings you searched for two days ago. Your resume and cover letter can have any format you select, but must include, at minimum, all of the parts we learned about yesterday. Please see grading rubric below for guidelines. Your resume and cover letter will be due on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Resume** | **Possible Points** | Points Student Received |
| ***General Appearance*** |  |  |
| Presented in proper format | **5** |  |
| Pleasing to the eye   * Captures interest * Layout * Easily read | **10** |  |
| Grammar   * Punctuation * Typing * Spelling | **10** |  |
| General Appearance Sub Total: | **25** |  |
| ***Composition*** |  |  |
| Personal data | **5** |  |
| Career objective | **5** |  |
| Educational background | **5** |  |
| Work experience/skills | **5** |  |
| Special experience activities, honors | **5** |  |
| References | **5** |  |
| Composition Sub Total: | **30** |  |
|  |  |  |
| **Grand Total** | **55** |  |

|  |  |  |
| --- | --- | --- |
| **Cover Letter** | **Possible Points** | Points Student Received |
| ***General Appearance*** |  |  |
| Presented in proper format | **5** |  |
| Pleasing to the eye   * Captures interest * Layout * Easily read | **5** |  |
| Grammar   * Punctuation * Typing * Spelling | **5** |  |
| General Appearance Sub Total: | **15** |  |
| ***Composition*** |  |  |
| Explanation of Letter | **10** |  |
| Qualifications | **10** |  |
| Reason applicant is good fit | **10** |  |
| Thank employer | **10** |  |
| Composition Sub Total: | **40** |  |
|  |  |  |
| **Grand Total** | **55** |  |