**Revised Resume/Cover Letter Grading Criteria**

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| *Resume* | **Description** | ✓ | ✗ |
| **Contrast** | * Elements on the page are visible because they appear very different. Nothing ‘blends in’. * Different elements appear VERY different |  |  |
| **Alignment** | * Similar items are aligned PERECTLY with one another * Different elements stand out by different alignment * Alignment is used to make different things appear different and similar items the same |  |  |
| **Proximity** | * Things that are similar are located proximally (close to other similar information) * Things that are not related are not close to other, unrelated, information |  |  |
| **Repetition** | * Elements are repeated (fonts, colours, alignments, etc) |  |  |
| **Content** | * Typed or computer generated * Format highlights strengths and information * Appropriate fonts and point size used with variety * Heading, objective, skills, experience, and education covered in detail * Extra information given to enhance resume * All action phrases used to describe duties and skills * Information demonstrates ability to perform the job * Professional terminology used when describing skills * Colour and graphics were used to make your resume STAND OUT |  |  |
| **Editing** | * NO spelling errors * NO grammar errors |  |  |

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| *Cover Letter* | **Description** | ✓ | ✗ |
| **Contrast** | * Elements on the page are visible because they appear very different. Nothing ‘blends in’. * Different elements appear VERY different |  |  |
| **Alignment** | * Similar items are aligned PERECTLY with one another * Different elements stand out by different alignment * Alignment is used to make different things appear different and similar items the same |  |  |
| **Proximity** | * Things that are similar are located proximally (close to other similar information) * Things that are not related are not close to other, unrelated, information |  |  |
| **Repetition** | * Elements are repeated (fonts, colours, alignments, etc) |  |  |
| **Content** | * Typed or computer generated * Format highlights strengths and information * Appropriate fonts and point size used with variety * Three or four paragraphs, following the formats we looked at in class * Evidence is provided to support your claims * Information demonstrates ability to perform the job * Professional terminology used when describing skills * Colour and graphics were used to make your cover letter STAND OUT |  |  |
| **Editing** | * NO spelling errors * NO grammar errors |  |  |

* If ALL catergories can be checked off you will receive FULL marks.
* If ALL categories can NOT be checked you are not done – assignments will not be accepted. Mark is 0.