

## Scoring Guide

# Resume and Cover Letter

### Scoring grid for Resume/Cover Letter

Criteria	Comments	Score (1-5)
All documents completed, submitted on time, in hard copy		
All documents cohesive in nature (the resume and cover letter address the job advertisement)		
Formatting (cover letter and resume): Layout consistent (margins and headings, for example). Spacing, headers, page numbers, gutters, white space—non-white space—any formatting issues that cause confusion or mislead readers.		
Resumes should have 3 references with full contact information, a well-crafted professional objective, and simultaneously be creative and professional.		
Cover Letter should be well written, free from typographical errors, address the job advertisement, and address the questions on pg. 50 of our text.		
Student must have completed a peer review session in class with one of our classmates. How much did student have on rough draft day. . . Prepared to work in class. . .		
Further Notes:	Final Score:	

### Grade Scale:

28-30: A  
26-27: A-  
24-25: B+  
22-23: B

20-21: B-  
18-19: C+  
16-17: C  
14-15: C-

12-13: D+  
10-11: D  
8-9: D-  
Below 8: F