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| **Résumé and Cover Letter Scoring Rubric** |
| **Criterion** | **Mastery** | **Developing** | **Beginning** | **Unsatisfactory** | **Not Present** |
| **Content****(10 pts)** | The content and explanations are masterfully executed. The content is organized in a clear and logical manner.  | Content and some explanations are listed but not thoroughly developed. The content is organized in a logical and clear manner with few errors. | Content is listed but does not adequately portray the best qualities of the individual. The content is disorganized.  | The content of the résumé is not completed.  |  |
| **Mechanics****(10 pts)** | There are no errors in punctuation, spelling, or capitalization. | There are one or two errors in punctuation, spelling, and capitalization.  | The content of the résumé includes a few spelling, punctuation, and capitalization errors. | The content of the résumé includes several spelling, punctuation, and capitalization errors. |  |
| **Presentation****(10 pts)** | The presentation looks professional and has no errors in margins or indentation.  | The presentation has few or minor errors in margins and/or indentations, and lacks the total professional look.  | The presentation has some errors in margins or indentation, and/or lacks some polish in headings, etc.  | The presentation lacks polish and care is not given to correct and unified margins, indentations, fonts, headings, etc. |  |
| **Cover Letter****(10 pts)** | The cover letter is creative and functional, exhibiting a command of the language. There are no grammatical errors.Format is appropriate and well-executed.Content is relevant, informative, and organized, and serves as natural complement to résumé. | The cover letter is functional, though there may be one or two minor errors in grammar or usage.There may be a couple of minor inconsistencies in formatting.Content is informative and relevant, but may need more details or better organization. | The cover letter exhibits adequate grammatical usage with few errors. The content does not always flow in a logical manner. | The cover letter is fraught with poor sentence structure and/or grammatical errors. Format is inconsistent or sloppy. The content does not flow logically. |  |