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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. |  |