**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.