

Resume / Cover Letter Rubric

Traits	4 pts.	3 pts.	2 pts.	1 pt.
<i>Resume</i>				
Function	Audience and purpose of the resume are strong and clear.	Audience and purpose are present but could be stronger.	Audience and purpose are less clear, and weak parts remain.	Audience and purpose are not clear.
Form (<i>functional or chronological</i>) & content	Format of the resume is clear. Each major section includes required information (objective statement, names, dates, locations, etc.).	Format is mostly clear. Each major section includes most of the required information (objective statement, names, dates, locations, etc.).	Format is confusing. Major sections are missing information (objective statement, names, dates, locations, etc.).	Format is hard to see. Major sections are missing information (objective statement, names, dates, locations, etc.).
Effectiveness	Resume shows a very professional appearance, tone, and style.	Resume shows an appropriate appearance, tone, and style. Some inconsistencies remain.	Resume shows a less professional appearance, tone, and style. Several weaknesses need attention or revision.	Resume does not have a professional appearance, tone, or style. Much revision is needed.
Grammar & mechanics	Writer follows all guidelines for spelling, grammar, usage, mechanics, etc. Sentences are strong and have a varied structure.	Writer follows most guidelines, but some sentences are unclear, uneven, or contain errors.	Writer follows some guidelines, but sentences contain multiple errors and are difficult to understand.	Writer has difficulty following guidelines; most sentences contain numerous errors and cannot be understood.
<i>Cover letter</i>				
Function	Audience and purpose of the cover letter are strong and clear.	Audience and purpose are present but could be stronger.	Audience and purpose are less clear, and weak parts remain.	Audience and purpose are not clear.
Form & content	Format of the letter is clear. Each major section includes all required information (address, date, salutation, body, closing, signature).	Format is mostly clear. Each major section includes most required information (address, date, salutation, body, closing, signature).	Format is confusing. Major sections are missing information (address, date, salutation, body, closing, signature).	Format is hard to see. Major sections are missing information (address, date, salutation, body, closing, signature).
Effectiveness	Letter shows a very professional appearance, tone, and style.	Letter shows an appropriate appearance, tone, and style. Some inconsistencies remain.	Letter shows a less professional appearance, tone, and style. Several weaknesses need attention or revision.	Letter does not have a professional appearance, tone, or style. Much revision is needed.
Grammar & mechanics	Writer follows all guidelines for spelling, grammar, usage, mechanics, etc. Sentences are strong and varied.	Writer follows most guidelines, but some sentences are unclear, uneven, or contain errors.	Writer follows some guidelines, but sentences contain multiple errors and are difficult to understand.	Writer has difficulty following guidelines; most sentences contain numerous errors and cannot be understood.