_____ 3-part typed project of resume, cover letter, and professional/academic application presented in formal academic English free of spelling, punctuation, grammar, or format errors, and submitted on time, by 3:00 pm, Friday 10/5;

_____ resume begins with student's name, contact information, and objective of application; body of resume effectively presents and explains at least three specific details of student's education as well as at least three of experience;

_____ cover letter begins with business letter format heading (sender's address, date), inside address (of addressee), and salutation; 1st ¶ of letter identifies purpose of letter and resume in application for specific position; 2nd ¶ explains how at least two examples of specific skills, knowledge, or experience make the student a good candidate for the position of application; 3rd ¶ thanks reader for attention and concludes letter;

_____ job/academic application is complete and typed in an effectively professional style.