

Scoring Rubric: Résumé and Cover Letter

Name _____ Date _____

	4	3	2	1
Organization and Form	The writer uses a clear and organized resume format and the correct and complete form for a business letter. The resume has identified sections, which contain complete and accurate facts. Sections are organized in a sensible way: chronologically, by order of importance, or by skill. The cover letter contains the six essential parts: heading, inside address, salutation, body, closing, and signature.	The writer uses an organized resume format and the correct form for a business letter. The resume has identified sections, which contain accurate facts. Sections are organized in a sensible way: chronologically, by order of importance, or by skill. The cover letter contains the six essential parts: heading, inside address, salutation, body, closing, and signature.	The writer tries to arrange the resume on the page and approximates the correct form for a business letter. The resume contains accurate facts, but these may not be arranged in a logical way. The cover letter may be missing one or two essential parts.	The writer demonstrates a lack of understanding of the correct form for a resume and business letter. The resume is disorganized and hard to understand; section headings may be used inconsistently or may be missing entirely. The letter may lack several essential parts.
Elements of Business Writing	The resume fills a single page. It is written in brief, understandable phrases and contains relevant or standard facts. It does not contain the pronoun <i>I</i> . The letter explains its purpose and identifies what the writer wants: a job, an interview, or consideration. The letter uses formal language and contains no extraneous details.	The resume fills a single page. It is written in phrases and contains mostly facts about educational background and experience. The letter identifies what the writer wants: a job, an interview, or consideration. The letter uses formal language, but the level of language may be inconsistent.	The resume may not fill the page. It is written in words and phrases that contain assorted facts about educational background and experience; these details may be incomplete or hard to understand. The letter may not clearly identify what the writer wants, and some parts may be missing or may be missing elements.	The resume may not fill the page. Facts about educational background and experience may be incomplete and difficult to understand. Important details are omitted. In the letter, the writer does not state the purpose for writing. The level of language is inconsistent or inappropriate.
Grammar, Usage, Mechanics, and Spelling	There are no errors in mechanics, usage, grammar, or spelling.	There are some errors in mechanics, usage, grammar, or spelling, but they do not detract from the meaning.	There are noticeable errors in mechanics, usage, grammar, or spelling. Some of these may hinder comprehension.	The resume and letter are hard to understand because of numerous errors in mechanics, usage, grammar, or spelling.

Comments _____

