

Resumes, Cover Letters, Graduate School Applications Rubric

Part I: The Resume/ Vitae/ Grad Essay or Application (50 pts)

A. Formatting and Appearance (10 points)

*must include the following info/ headings: Name, address, telephone, email, Objective, Education, Work Experience, Skills, References (others at your discretion)

B. Education/ Job History section (20 points)

*list in order of most recent/current first

*include; job title, employer/business, address, telephone, supervisor, duties

C. Skills section (20 points)

*use strong language and action verbs

*Remember “filing paper” could be, “organized and managed records”
or “took customer orders” could be “assisted customer through ordering process” or “processed customer orders while up-selling and managing dining area”

Part II: The Cover Letter (50 points)

Every student must complete this task, even if you are submitting a grad application. The cover letter can be a letter of interest to a grad program or a cover letter, usually submitted for employment.

A. Salutation (5 points)

*your address first, then the job/ college info, followed by Dear

B. First Paragraph (AKA “the hook”) (15 points)

*Looking for: where you found the ad and that you are the one for the job

*Remember strong, confident, assertive language

-Do not say, “I think I am the one you could use for this position.”

C. Body (20 points)

*NO LISTS

*Emphasize your assets and skills! Work your talents.

*Job applying for and skills in the cover letter must match. Make your skills at John’s Incredible Pizza match the fact you are applying to be a _____.

D. Closure (10 points)

A. Bring it home! Keep it confident and strong, remember you are the ONLY candidate they should interview.

B. Thank them for their time, etc, and request an interview.

C. Sincerely- ONLY (Please do not get fancy here and say things like “yours truly” or “yours in _____” or whatever. Stick with conservative, traditional, proven methods, use sincerely.