Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Project Rubric**

**Résumé, Cover Letter, and Resignation Letter**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Criteria** |  |  | **18-20 pts.** |  | **13-17 pts.** |  |  | **6-12 pts.** |  |  | **0-5 pts.** |  | **Points** |  |  |  |
|  |  |  |  | Information is |  | Student |  |  | Reader has |  |  | Sequence of |  |  |  |  |  |
|  |  |  |  | logical, |  | presents |  |  | difficulty |  |  | information is |  |  |  |  |  |
|  |  |  |  | interesting; |  | information in |  |  | following work |  |  | difficult to |  |  |  |  |  |
|  | **Organization** |  |  | spacing and |  | logical |  |  | because |  |  | follow. |  |  |  |  |  |
|  |  |  |  | format |  | sequence |  |  | student jumps |  |  |  |  |  |  |  |  |
|  |  |  |  | directions |  | which reader |  |  | around. |  |  |  |  |  |  |  |  |
|  |  |  |  | were followed. |  | can follow. |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Student |  | Student is at |  |  | Student is |  |  | Student does |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | demonstrates |  | ease with |  |  | uncomfortable |  |  | not have |  |  |  |  |  |
|  |  |  |  | full knowledge |  | content, but |  |  | with content |  |  | grasp of |  |  |  |  |  |
|  | **Content** |  |  | of topic; |  | fails to |  |  | and is able to |  |  | information; |  |  |  |  |  |
|  | **Knowledge** |  |  | required |  | elaborate/ 1-2 |  |  | demonstrate |  |  | student work |  |  |  |  |  |
|  |  |  |  | paragraphs |  | elements are |  |  | basic concepts. |  |  | does not |  |  |  |  |  |
|  |  |  |  | were present. |  | missing. |  |  |  |  |  | demonstrate |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | completion. |  |  |  |  |  |
|  |  |  |  | Presentation |  | Presentation |  |  | Presentation |  |  | Work has |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | has no |  | has no more |  |  | has three |  |  | four or more |  |  |  |  |  |
|  | **Grammar and** |  |  | misspellings or |  | than two |  |  | misspellings |  |  | spelling |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | grammatical |  | misspellings |  |  | and/or |  |  | errors and/or |  |  |  |  |  |
|  | **Spelling** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | errors. |  | and/or |  |  | grammatical |  |  | grammatical |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | grammatical |  |  | errors. |  |  | errors. |  |  |  |  |  |
|  |  |  |  |  |  | errors. |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Work is neatly |  | Work has one |  |  | Work has three |  |  | Work is |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Neatness** |  |  | typed in |  | or two areas |  |  | or four areas |  |  | Illegible or |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Microsoft |  | that are |  |  | that are sloppy. |  |  | incomplete. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Word. |  | sloppy. |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Required |  | Required |  |  | Work does not |  |  | Required |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | samples were |  | samples were |  |  | have the |  |  | samples were |  |  |  |  |  |
|  |  |  |  | attached and |  | present, but |  |  | appropriate |  |  | not submitted |  |  |  |  |  |
|  |  |  |  | entire packet |  | were |  |  | number of |  |  | with |  |  |  |  |  |
|  | **Attachments** |  |  | was submitted |  | attached out |  |  | required |  |  | completed |  |  |  |  |  |
|  |  |  |  | in proper |  | of order. |  |  | attachments |  |  | work. |  |  |  |  |  |
|  |  |  |  | order. |  |  |  |  | included with |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | completed |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | work. |  |  |  |  |  |  |  |  |
|  | **Total Points (20 pts. possible)** | | | |  |  |  |  |  |  |  |  |  |  |  | |  |  |

Comments: