

Student's Name: _____

Elmira High School Senior Project Resume Rubric

CRITERIA	SATISFACTORY	NOT-SATISFACTORY	COMMENTS
PRESENTATION & FORMAT	<ol style="list-style-type: none"> 1. Typed or computer generated 2. Balanced margins with eye appeal 3. Format highlights strengths & information 4. Appropriate fonts and point size used with variety 	<ol style="list-style-type: none"> 1. Not typed or computer generated 2. Unbalanced margins 3. Format detracts from strengths and information 4. Fonts distract from readability 	
Score	Pass / No Pass		
JOB-SPECIFIC INFORMATION	<ol style="list-style-type: none"> 1. All action phrases used to describe duties and skills 2. Information demonstrates ability to perform the job 3. Professional terminology used when describing skills 	<ol style="list-style-type: none"> 1. Many duties/skills lack action phrases 2. Information does not clearly demonstrate ability to perform the job 3. None or limited professional terminology used 	
Score	Pass / No Pass		
RESUME CONTENT	<ol style="list-style-type: none"> 1. Heading, objective, skills, experience and education covered in some detail 2. Extra information given to enhance resume 	<ol style="list-style-type: none"> 1. Missing one of the following heading, objective, experience or education 2. No extra information given to enhance resume 	
Score	Pass / No Pass		
SPELLING & GRAMMAR	0-1 spelling or grammar errors	More than one spelling or grammar error	
Score	Pass / No Pass		

Overall Score (circle one):

Passed

Not Passed=resubmit

Student's Name: _____

Elmira High School Senior Project Cover Letter Rubric

CRITERIA	SATISFACTORY	NOT-SATISFACTORY	COMMENTS
PRESENTATION & FORMAT	<ol style="list-style-type: none"> 1. Typed or computer generated 2. Visually appealing 3. Business letter format consistently used 4. Business-like font, 10-12 point size used 	<ol style="list-style-type: none"> 1. Typing fait or smudged 2. Business letter format not used 3. Inappropriate font and point size 	
Score	Pass / No Pass		
CONTENT - INTRODUCTION	<ol style="list-style-type: none"> 1. Includes proper salutation 4. Opening paragraph establishes a purpose and details position applying for 	<ol style="list-style-type: none"> 1. Salutation missing or improper 2. Does not state position applying for 	
Score	Pass / No Pass		
CONTENT - MAIN BODY	<ol style="list-style-type: none"> 1. Elaborates on skills for position 2. Explains how he/she will be valuable to company 3. Qualifications highlight education, experience, and training 	<ol style="list-style-type: none"> 1. Skills do not relate to the position 2. Does not mention education, or experience or training 	
Score	Pass / No Pass		
CONTENT - CLOSING	<ol style="list-style-type: none"> 1. Includes well written statement of appreciation 2. Request for interview with specific contact details 3. Mentions resume 	<ol style="list-style-type: none"> 1. No statement of appreciation 2. Closure does not include request for interview 3. No mention of resume or contact details 	
Score	Pass / No Pass		
SPELLING & GRAMMAR	0-1 spelling or grammar errors	More than one spelling or grammar error	
Score	Pass / No Pass		

Overall Score (circle one):

Passed

Not Passed=resubmit