

Cover Letter Evaluation

Content and Organization	_____ / 10
Does the introduction state the purpose of the letter?	
Does the second paragraph effectively highlight skills?	
Does the second paragraph illustrate the applicant knows about the company?	
Does the candidate effectively communicate interest?	
Does the third paragraph thank the interviewer and ask for an interview?	
Format	_____ / 5
Does the cover letter have the properly formatted header?	
Are there at least three paragraphs?	
Does it match the appearance of the resume (paper, font, margins)?	
Is it hand-signed?	_____ / 5
Conventions	_____ / 5
Is grammar, punctuation, and spelling correct throughout?	
TOTAL	_____ / 25

Resume Evaluation

Content and Organization	_____ / 25
Does name stand out from rest of information in header?	
Is contact information clear and attention getting?	
Is the objective clearly stated and following the header?	
Does the objective match the position listed by employer?	
Does the education section include school name with city and state?	
Does employment section include positions that benefit new job?	
Are skill words used to describe past experience?	
Are activities and achievements, or skills section included?	
Format	_____ / 20
Does it fit on one page?	
Are the indentions, capitalization, font, spacing and margins consistent?	
Is reverse chronological order used for each section?	
Do section headings use bold face, underlining and italics correctly?	
Are bullets used appropriately?	
Conventions	_____ / 5
Is grammar, punctuation and spelling correct throughout?	
TOTAL	_____ / 50