

Grader Name: _____

Student Name: _____ Letter Grade: _____

ECE 3940
F 07 N. Cotter

Grade Sheet 1: Resume and Cover Letter



Letter Grading Criteria

- 1) Format of your letter
- 2) Information you choose to provide about yourself (and whether it matches the job ad)
- 3) Order in which the information is presented (most important first)
- 4) Grammar and punctuation.

Other Comments:

Resume Grading Criteria

- 1) Format of resume
- 2) Document design
- 3) Relevance of information
- 4) Punctuation and Grammar
- 5) Parallel construction of lists

Other Comments: