

Grader Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Letter Grade: \_\_\_\_\_

**ECE** 3940  
N. Cotter

**Grade Sheet 1a: Resume and Cover Letter—1st Draft**



**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: