**Resume Grading Rubric, 100 Points**

**1. Process,** 25 points

*Did the candidate follow the rules?*

On-time

Followed Directions

**2.  Appearance**, 25 points

*Does the resume conform to the buying habits of the interviewer?*

Correct Grammar

12-point type

Times New Roman

Appropriate margins

Paper with a watermark, correctly positioned

Cover letter traveled safely with resume

**3.  Content**, 50 points

*Resume*, 10 points

One page

Formatted for easy reading

No gaps in employment or higher education activities

*Cover Letter to Resume*, 30 points

One page

Explains "why" candidate is motivated

Answers "why" candidate should be hired

Tells a story to demonstrate the 'whys.'

*Cover Sheet to Cover Letter*, 20 points

One page

Student's Name

Professor Yoest

Class and section number

Date due

Assignment: Resume and Cover Letter

Verbiage stating that the Student visited the Career Center and signed the affirmation with a signature

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