

Career & Vocation – Summer 2023

Cover letter and resume grading rubric

<i>Criteria</i>	<i>Points</i>
Submission of the job description from a job ad that interests you.	2
Explanation of why you are interested in the position and why you are a strong candidate (250 words).	3
Cover letter submitted on Moodle.	3
Resume submitted on Moodle.	3
Two hard copies brought to class.	1
Participation in the peer review workshop.	3
Total	15

Criteria:

- Submission of a job description for a position that interests you.
- Explanation of why you are interested in the position and why you are a strong candidate.
- Cover letter submitted on Moodle
- Resume submitted on Moodle
- Hard copies brought to class
- Participation in the peer review workshop

Cover letter and resume (10%) – Find a job opening that interests you and prepare a cover letter and resume that you could use to apply for that position. You will submit the description of the position you have identified on **February 3**, along with an explanation of why you are interested in the position and why you are a strong candidate. Submit your cover letter and resume through Moodle by class time and bring two hard copies of each document to class on **February 25**. We will workshop your job documents during class.