Unit 4, Module 2 – Resume and Cover Letter

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Excelling** | All questions have been completed using detail | Has selected two high and two low examples of resumes and two high and two low examples of cover letters | Describes similarities and difference between high and low examples of resumes and high and low examples of cover letters  Presents an in-depth opinion on the high vs low examples, taking into account the content and its effectiveness in relation to the audience and purpose | Visually appealing, using a business letter format with the correct font size and addressed to the correct company  Demonstrates purpose and details for position being applied for, elaborating on qualifications/education and experience, as well as how they will be valuable to the company  Spelling, punctuation and grammar used with considerable accuracy and fluency  Has applied feedback to improve cover letter | Highly professional, neat, unique and follows relevant structure and formatting with headings and subheadings  Includes at least five examples of transferable skills and promotes relevant skills, knowledge, and qualifications  Resume is free from errors, with a high level of sophistication  Has applied feedback to improve cover letter |
| **Achieving** | All questions have been completed to a satisfactory standard | Has selected one high and one low example of a resume; and one high and one low example of a cover letter | Identifies similarities and difference between high and low examples of resumes and high and low examples of cover letters  Presents an opinion on the high vs low examples, taking into account the content and efficacy in relation to the audience and purpose | Standard appearance, incorrect format, correct font size  Describes qualifications/education and experience  Spelling, punctuation and grammar used with reasonable accuracy and fluency  Has applied feedback to improve cover letter | Professional, neat and follows relevant structure and formatting with headings and subheadings  Includes at least three examples of transferable skills and/or promotes relevant skills, knowledge and qualifications  Resume is free from errors  Has applied feedback to improve cover letter |
| **Satisfactory** | More than half the questions have been completed to a satisfactory standard | Has selected either one high and one low example of a resume; or one high and one low example of a cover letter | Lists either similarities or differences between the high and low examples of resumes and/or cover letters  Expresses an opinion on the effectiveness of a high vs low example | Standard appearance, incorrect format, correct font size  Describes qualifications/education and experience  Spelling, punctuation and grammar used with sufficient clarity  Has applied more than half the feedback received | Neat and demonstrates some application of relevant structure and formatting for clarity  Includes one example of transferable skills and/or promotes relevant skills, knowledge and qualifications  Resume contains some errors; however, is clear  Has applied more than half the feedback received |
| **Not yet satisfactory** | Less than half the questions have been completed to a satisfactory standard | Has selected one of the following; one high or one low example of a resume; or one high or one low example of a cover letter | Lists either similarities or difference between the high or low examples of resumes or cover letters  Expresses an opinion on resumes or cover letters | Messy appearance, incorrect format, incorrect font size  Lists qualifications/education and experience  Cover letter contains spelling, punctuation and grammatical errors, is not fluent or clear  Has applied less than half the feedback received | Is not neat and does not apply any relevant structure or formatting  Includes one skill and/or qualification  Resume contains errors, is not fluent or clear  Has applied less than half the feedback received |
| Not shown | Not shown |  | Not shown | Not shown |
| **Criteria** | **Set of structured questions related to knowledge, skills and attributes needed for job application** | **Selection of ‘high’ vs ‘low’ resumes and cover letters** | **Discussion of ‘high’ vs ‘low’ resumes and cover letters** | **Cover letter** | **Resume** |
| **Activity 3** | | | **Activity 4** | |