Unit 1 PDS & WRS, Module 3

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| **Excelling** | *Can find five or more employment opportunities advertised online which include selection criteria for applicants* | *Highly professional, neat, unique and follows relevant structure with headings and subheadings* | *Visually appealing, using a business letter format with the correct font size and addressed to the correct company* |
| *Collect five or more different sample resumes and cover letters, annotating five strengths and five weaknesses of each sample* | *Includes at least five examples of transferable skills and promotes relevant skills, knowledge and qualifications* | *Demonstrates purpose and details for position being applied for, describing qualifications/ education and experience* |
| *Resume is free from errors, with a high level of sophistication* | *Spelling, punctuation and grammar used with considerable accuracy* |
| *Has applied feedback to improve resume* | *Has applied feedback to improve cover letter* |
| **Achieving** | *Can find three or more employment opportunities advertised online which include selection criteria for applicants* | *Professional, neat and follows relevant structure with headings and subheadings* | *Standard appearance, not using the correct format, correct font size* |
| *Collects three or more different sample resumes and cover letters, annotating three strengths and three weaknesses of each sample* | *Includes at least three examples of transferable skills and/or promotes relevant skills, knowledge and qualifications* | *Describes qualifications/ education and experience* |
| *Spelling, punctuation and grammar used with reasonable accuracy* | *Spelling, punctuation and grammar used with reasonable accuracy* |
| *Has applied feedback to improve resume* | *Has applied feedback to improve cover letter* |
| **Satisfactory** | *Can find two or more employment opportunities advertised; however, does not include the selection criteria for applicants* | *Neat and demonstrates some relevant structure*  | *Standard appearance, not using the correct format, correct font size* |
| *Collects either two samples of resumes or two samples of cover letters, listing two strengths or two weaknesses overall* | *Includes one example of transferable skills and/or promotes relevant skills, knowledge and qualifications* | *Lists qualifications and education and experience* |
| *Resume contains some errors; however, makes sense* | *Spelling, punctuation and grammar used with sufficient clarity for the meaning to be understood* |
| *Has applied more than half the feedback* | *Has applied more than half the feedback* |
| **Not yet satisfactory** | *Can find one employment opportunity advertised; however, it does not include the selection criteria for applicants* | *Messy appearance, does not use relevant structure* | *Messy in appearance, not using the correct format, incorrect font size* |
| *Collects either one sample of a resume or one sample of a cover letter, listing one strength or one weakness overall* | *Includes one skill and/or qualification* | *Lists qualifications or education or experience* |
| *Resume contains lots of errors and does not make sense* | *Cover letter contains lots of errors, and does not make sense* |
| *Has applied less than half the feedback* | *Has applied less than half the feedback* |
| Not shown | Not shown | Not shown |
|  | **Job opportunities and samples** | **Resume** | **Cover letter** |
| **Activity 5**  |
| NOTE: **Bold – PDS** *Italics – WRS**Please note: PDS does not have a Module 3* |