Unit 1, Module 3 – Resume and Cover Letter Development

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| **Excelling** | All areas of Pathway Plan pro forma have been completed using detail | Was engaged during the meeting, discussing all aspects of Pathway Plan in detail with Careers’ Team member, asking relevant questions to further gain an understanding of other possible career options | Reflective journal included eight positive and eight negative aspects of the Careers’ Team meeting and Pathways Plan | 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 |
| Collects 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** | All areas of Pathway Plan pro forma have been completed | Actively participated in the meeting, discussing all aspects of Pathway Plan with Careers’ Team member | Reflective journal included six positive and six negative aspects of the Careers’ Team meeting and Pathways Plan | 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** | More than half the Pathway Plan pro forma has been completed | Participated in the meeting, demonstrating some interest in their Pathway Plan; however, the meeting was mainly driven by the Careers’ Team member | Reflective journal included two positive and two negative aspects of the Careers’ Team meeting or Pathways Plan | 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** | Less than half the Pathway Plan pro forma has been completed | Physically attended the meeting; however, gave no input when discussing their Pathway Plan | Reflective journal included one positive or one negative aspect of the Careers’ Team meeting or Pathways Plan | 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 | Not shown | Not shown | Not shown |
| **Criteria** | **Pathway Plan** | **Meeting with Careers’ Team** | **Reflective journal of Pathway Plan and Careers’ Team meeting** | **Job opportunities and samples** | **Resume** | **Cover letter** |
| **Activity 5** | | | **Activity 6** | | |