Resume Rubric

Name: _____

GENERAL APPEARANCE	POINTS POSSIBLE	SCORE
Proper Format – *see below	15	
Pleasing to the eye: - Captures Interest - Layout - Easily Read	45	
Grammar: - Punctuation - Typing - Spelling	20	
General Appearance Sub Total:	80	
COMPOSITION		
Personal Data	5	
Career Objective	5	
Educational Background	20	
Work Experience / Skills	20	
Special Experiences: - Leadership Roles - Activities - Honors	20	
Composition Sub Total:	70	
Total Score:	150	

* Rules for Proper Format:

A. Each student will identify an entry level agricultural position.

B. The resume is limited to one page (8 ½" x 11"); single-sided, typed, and printed in black. Font sizes and the use of colored paper is at the student's discretion. References should not be included and only factual information should be provided.

C. Only factual information about the student should be used in the resume.

Cover Letter Rubric

Name: _____

COMPOSITION	POSSIBLE	SCORE
Proper Format - * see below	10	
Punctuation	10	
Grammar	10	
Spelling	10	
General Appearance	10	
Composition Sub Total:	50	
CONTENT		
Career Goal Specified	15	
Proper Qualifications	35	
Content Sub Total:	50	
Total Score:	**100**	

* Rules for Proper Format:

A. A cover letter is to be provided by each student targeted to the job they are interviewing for. Cover letters should be single-spaced, using 1-inch margins, a 12-point font (Arial, Courier, Courier New, or Times New Roman) and on 8 ½" x 11" white bond paper.

B. The cover letter is to be one page, single-sided only.

C. The cover letter is to be addressed to:
Dr. Terry Heiman, State FFA Advisor, PO Box 480, Jefferson City, MO 65102