**Resume Unit Assignment and Rubric**

Attached to this page should be the following in order:

1. Printed or accurately copied job ad(monster is a good source)(10)
2. Cover letter for this job(20)
3. Resume adapted and updated for this job(20)
4. Old resume with things to change written on it (5 bonus points)

Other ways you will get points:

1. Appropriate dress for interview(10)
2. Mini-interview(30)
3. Follow up—Thank you Letter or Phone Call(10)

\_\_\_\_\_\_\_ Job Ad(10)Appropriate job ad with all needed information

\_\_\_\_\_\_\_ Cover Letter(20)

 --grammmar/proofreading(10)

 --appropriate format(5)

 --appropriate content(5)

\_\_\_\_\_\_ Resume(20)

 --eye-catching quality(5)

 --appropriate form/content(5)

 --grammar/proofreading(10)

\_\_\_\_\_\_Old resume bonus(5)

\_\_\_\_\_Dress for success(10)

\_\_\_\_\_Mini-interview(30)

 --handshake/greeting(5)

 -materials in order(10)

 --non-verbals(10)

 --verbals(10)

\_\_\_\_\_Follow up(10)

\_\_\_\_\_TOTAL(100)