

Name: \_\_\_\_\_

Block: \_\_\_\_\_

## Job Seek and Keep Evaluation

### Partner Evaluation

- Partner Evaluation complete /5
- Subtotal /5**

### Application

- Application was selected and brought to class /2
  - Application form is suitable for student /2
  - Application form is completely filled out /10
  - Application form is filled out in pen /3
  - Writing is neat and legible /5
- Subtotal /22**

### Cover Letter

- Cover letter is formatted properly /10
  - Cover letter is free of spelling and grammatical errors /5
  - Cover letter is addressed to the appropriate person /2
  - Cover letter has a date /1
  - Cover letter is signed with typed name below /2
  - Cover letter has applicant's contact information /2
  - Overall visual appeal /5
- Subtotal /27**

### Resume

- Resume is formatted properly /10
  - Resume is free of spelling and grammatical errors /5
  - Resume has applicant's contact information /2
  - Resume indicates the following:
    - > Objective /2
    - > Education/Training /3
    - > Work/ Volunteer Experience /3
    - > Skills /3
    - > Hobbies/Interests /3
    - > Three References /5
  - Overall visual appeal /5
- Subtotal /41**

### Other

- Edited draft copies of cover letter and resume included /2
  - Project is well organized /3
- Subtotal /5**

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**TOTAL /100**