

Employment Skills

Cover Letter and Resume Scorecard

Cover Letter

	Points Possible	Points Received
Format	30	
Grammar/Punctuation/Spelling	20	
Content	40	
General Appearance	10	
Subtotal	100	
Deduction	-10	
Total	100	

Resume

	Points Possible	Points Received
Format	5	
Content	75	
Grammar/Punctuation/Spelling	5	
General Appearance	15	
Subtotal	100	
Deduction	-10	
Total	100	
X2	200	