

Evaluation of Cover Letter
AdmJ 240W
Spring 2004

Student's Name _____

Listed below are problems with cover letters. If your cover letter has that problem, there is a check next to it.

- _____ 1. Misspelled words
- _____ 2. Inconsistent use of verb tense
 :use present tense for current activities and past tense for past activities
- _____ 3. Inconsistent style (different margins, too many fonts etc)
- _____ 4. Grammatical errors
- _____ 5. Overly complicated sentences
- _____ 6. Passive voice (Use active voice...)
- _____ 7. Poorly organized and hard to follow
- _____ 8. Your cover letter is unattractive
- _____ 9. You don't introduce yourself and present your reason for apply for this job.
- _____ 10. Your cover letter is not well formatted.
 - :space for person/company name
 - :date is needed
 - :need a greeting
 - :need paragraph separation
 - :need a closing

Other comments:

Grade—

If you grade is 90% or above, you do not need to rewrite your cover letter.
You may do the rewrite if you chose however.

If you grade is 89% or below, you need to rewrite your cover letter.

Please turn in your graded original cover letter with your rewrite.

Evaluation of Resume
AdmJ 240W
Spring 2004

Listed below are problems with resumes. If your resume has that problem, there is a check next to it.

- _____ 1. Misspelled words
- _____ 2. Inconsistent use of verb tense
:use present tense for current activities and past tense for past activities
- _____ 3. Inconsistent style (different kinds of bullets, different margins, too many fonts etc.)
- _____ 4. Inappropriate headings used to organize information.
- _____ 5. Too much detail in describing events (sentences, paragraphs etc)
- _____ 6. Passive voice (Duties included customer service...)
:You need to use an active voice (Provided customer service...)
- _____ 7. Too much information on resume
- _____ 8. Too little information on resume
- _____ 9. List that aren't chronological
- _____ 10. Inflated language
- _____ 11. Too much information from high school
- _____ 12. No job objective is listed
- _____ 13. Poorly (or no) organized and hard to follow
:a statement telling people about your job goals.
- _____ 14. Too much language that is unique to Penn State
- _____ 15. The resume is unattractive
- _____ 16. You do not have adequate contact information (address, phone number, E-mail etc)

Other comments:

Grade—

If you grade is 90% or above, you do not need to rewrite your resume.

You may do a rewrite if you chose.

If you grade is 89% or below, you need to rewrite your resume.

Please turn in your graded original resume with your rewrite.

AdmJ240W

Resume and Cover Letter Web Sites

WEB SITES FOR COVER LETTER SAMPLES

http://www.quintcareers.com/cover_letter_samples.html
<http://content.monster.com/resume/samples/coverletters/>
<http://www.adquest3d.com/content.cfm?BRD=418&PAG=66>

WEB SITES FOR RÉSUMÉ SAMPLES & INFO

<http://jobstar.org/tools/resume/index.cfm>
http://www.quintcareers.com/resume_samples.html
http://www.quintcareers.com/scannable_resumes.html
<http://editorial.careers.msn.com/articles/quantifying/>