

CAREER PORTFOLIO RUBRIC

Cover Page

Contains the information listed on the Assignment Sheet

To a strong degree	5	4	3	2	1		To a lesser degree
							0

Looks professional, polished, and interesting to the viewer

To a strong degree	5	4	3	2	1		To a lesser degree
							0

Is free of grammatical/spelling/formatting errors

To a strong degree	5	4	3	2	1		To a lesser degree
							0

Table of Contents

Looks professional, polished, and interesting to the viewer

To a strong degree	5	4	3	2	1		To a lesser degree
							0

Is free of grammatical/spelling/formatting errors

To a strong degree	5	4	3	2	1		To a lesser degree
							0

Practice Cover Letter

Looks professional, polished, and interesting to the viewer

To a strong degree	10	9	8	7	6	5	4	3		To a lesser degree
										2 1 0

Is free of grammatical/spelling/formatting errors

To a strong degree	10	9	8	7	6	5	4	3		To a lesser degree
										2 1 0

Is printed on quality paper with quality ink (use a laser printer!)

To a strong degree	5	4	3	2	1		To a lesser degree
							0

Résumé

Contains the information listed on the Assignment Sheet

To a strong degree	10	9	8	7	6	5	4	3		To a lesser degree
										2 1 0

Looks professional, polished, and interesting to the viewer

To a strong degree	10	9	8	7	6	5	4	3		To a lesser degree
										2 1 0

Is free of grammatical/spelling/formatting/stylistic errors

To a strong degree	10	9	8	7	6	5	4	3		To a lesser degree
										2 1 0

Is printed on quality paper with quality ink (use a laser printer!)

To a strong degree	5	4	3	2	1		To a lesser degree
							0

List of References

Contains the information listed on the Assignment Sheet

To a strong degree 5 4 3 2 1 To a lesser degree 0

Is free of grammatical/spelling/formatting errors

To a strong degree 5 4 3 2 1 To a lesser degree 0

Letters of Reference

At least three *quality* (professional-looking, crisp, and interesting) letters are included

To a strong degree 10 9 8 7 6 5 4 3 To a lesser degree 2 1 0

Other Elements (A minimum of seven *quality* pieces should be included – if you include more than seven, mark the seven you'd like graded using **clearly-labeled** Post-It notes. Otherwise, I'll grade the first seven.)

Element #1

Appropriate and of high quality 5 4 Less appropriate and/or of lesser quality 3 2 Inappropriate and/or of poor quality 1 0

Element #2

Appropriate and of high quality 5 4 Less appropriate and/or of lesser quality 3 2 Inappropriate and/or of poor quality 1 0

Element #3

Appropriate and of high quality 5 4 Less appropriate and/or of lesser quality 3 2 Inappropriate and/or of poor quality 1 0

Element #4

Appropriate and of high quality 5 4 Less appropriate and/or of lesser quality 3 2 Inappropriate and/or of poor quality 1 0

Element #5

Appropriate and of high quality 5 4 Less appropriate and/or of lesser quality 3 2 Inappropriate and/or of poor quality 1 0

Element #6

Appropriate and of high quality 5 4 Less appropriate and/or of lesser quality 3 2 Inappropriate and/or of poor quality 1 0

Element #7

Appropriate and of high quality 5 4 Less appropriate and/or of lesser quality 3 2 Inappropriate and/or of poor quality 1 0

Explanations of each item are appropriate and free of grammatical/spelling/formatting errors

To a strong degree 10 9 8 7 6 5 4 3 To a lesser degree 2 1 0

Overall Grade: _____ / 150