

Job Application Packet

RESUME

Appearance of the Resume

- Does the resume have a professional appearance?
- Does it have generous margins?
- Is the type clear and easy to read?
- Is it balanced?
- Is there clear organization?

Content of the Resume

- Is it honest?
- Is it completely free of errors?
- Does it provide clear, specific information without generalizations or self-congratulation?

Elements of the Resume

Identifying information

- Job Objective
- Education
- Work Experience
- Skills
- Other

_____ /50

COVER LETTER

Appearance of the Letter

- Does the resume have a professional appearance?
- Does it have generous margins?
- Is the type clear and easy to read?
- Is it balanced?
- Is there clear organization?

The Introductory Paragraph

Does it identify your source of information?

- Does it identify the position you are interested in?
- Does it state that you wish to be considered for the position?
- Does it forecast the rest of the letter?

The Education Paragraph

The Employment Paragraph

The Concluding Paragraph

Do you reference your resume?

- Do you include a polite but confident request for an interview?
- Does it include your phone number and email address?

_____ /50

MEMO

- Is it addressed to me?
- Does it describe your job?
- Does it analyze your audience?
- Does it explain how you accommodated your audience?

_____ /50

Other Comments:

_____ /150