

Evaluation of Job Application Documents

SCC Department of English and Humanities

JOB APPLICATION LETTER (35 points)

- **Abstract:** State the job for which you are applying and your general qualifications.
- **Body:** Explain your job qualifications (education and employment or other appropriate experiences).
- **Conclusion:** Use an effective tone and close appropriately.

RESUME (35 points)

Education

- List colleges, schools, continuing education, and workshops attended and dates of attendance or dates degrees or certificates were awarded.
- List names or description of relevant courses or skills.
- List and describe relevant practicum or laboratory experiences.
- List awards, honors, or scholarships.

Work Experience

- List each of your jobs, in reverse chronology.
- List the job title, name of company and location, dates employed, and job skills/duties.
- Be sure job skills/duties are accurate yet indicate skills relevant to the job for which you are applying.
- Use parallel action verbs to begin each bulleted list of job skills/duties.
- List any job accomplishments, promotions, or awards.

References

- List the names, job titles, names of schools or business, school or business address, and phone number of two or three teachers, employers, supervisors, or colleagues (not relatives) who know your skills and are willing to be contacted as a reference.
- Use a separate page titled with "References," followed by your name, address, and phone number.

INTERVIEW FOLLOW-UP LETTER (15 points)

- In your interview follow-up letter, be sure to open with an appropriate reference to the interview and with an appreciation for the time the person has taken with you.
- Refer to interview questions or information to demonstrate your listening skills.
- Close with an indication that you liked what you have heard and that you are definitely interested in employment with the company.

FORMAT (15 points)

- Present your job application letter and your interview follow-up letter in appropriate and effective forms, including addresses, dates, closing, signature, and paragraph spacing.
- Present your resume and references in appropriate and effective forms, including headings, subheadings, and paragraph spacing.

EFFECTIVE SENTENCES (2 points deducted per error)

Sentence Structure: Avoid errors in subordination, coordination, and parallelism. Avoid sentence fragments, comma splices, and fused, incomplete, or awkward sentences.

Grammar and Usage: Avoid inappropriate verb or pronoun use, subject-verb or pronoun-antecedent disagreement, unclear pronoun reference, misplaced or dangling modifier, inappropriate shift in person or tense, redundancy, imprecise language, or incorrect usage.

Spelling and Capitalization: Avoid errors in spelling and capitalization.

Punctuation: Avoid misuse or omission of the apostrophe, colon, comma, dash, hyphen, parentheses, period, question mark, quotation marks, semi-colon, slash, underlining, or italics.

JOB APPLICATION GRADE: A=100-93; B=92-85; C=84-77; D=76-70; F=69-0