

## ASSESSMENT CRITERIA: GUIDE TO MAKING JUDGEMENTS

Steps to the Future – Chapter Three: Logistics of Learning, Culminating Activity (Unit One)

Purpose: To create an engaging and relevant resume and cover letter tailored to a specific job position.

Knowledge and Understanding	Decision Making and Reflection	
Uses knowledge and understanding gained throughout the chapter to select and sequence content appropriate for a resume.	Makes accurate judgements about how to appropriately word and structure a cover letter. Highlights relevant information from their resume.	
<ul style="list-style-type: none"> <li>Provides an insightfully sequenced resume including all essential sections (personal/contact information, education, relevant experiences) a list of relevant employability skills and at least one other section (referees, personal statement, achievements).</li> </ul>	<ul style="list-style-type: none"> <li>Constructs a four-paragraph cover letter that includes appropriate salutations, an expression of interest, relevant skills and abilities, additional skills, and a polite sign-off in correct order. Uses perceptibly formal and extremely clear and concise language.</li> </ul>	A
<ul style="list-style-type: none"> <li>Provides a logically sequenced resume including all essential sections (personal/contact information, education, relevant experiences) and a list of relevant employability skills</li> </ul>	<ul style="list-style-type: none"> <li>Constructs a four-paragraph cover letter that includes appropriate salutations, an expression of interest, relevant skills and abilities, additional skills, and a polite sign-off. Uses predominantly formal language that is clear and concise.</li> </ul>	B
<ul style="list-style-type: none"> <li>Provides an appropriately sequenced resume including a personal/contact information section, an education section and section listing relevant experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Constructs a four-paragraph cover letter that includes salutations, an expression of interest, relevant skills and abilities, additional skills, and a sign-off. Uses reasonably formal language that is reasonably clear and concise.</li> </ul>	C
<ul style="list-style-type: none"> <li>Provides a disjointed resume missing one of the three essential sections of a sequenced resume (personal/contact information, education, relevant experiences).</li> </ul>	<ul style="list-style-type: none"> <li>Constructs a poorly organised cover letter that includes an expression of interest and some relevant skills and abilities. Uses variably formal language that is either unclear or verbose.</li> </ul>	D
<ul style="list-style-type: none"> <li>Provides an unorganised resume missing two or more of the three essential sections of a sequenced resume (personal/contact information, education, relevant experiences).</li> </ul>	<ul style="list-style-type: none"> <li>Constructs a disorganised cover letter that that includes either an expression of interest, but little or no information about relevant skills and abilities. Uses informal language that is both unclear and verbose.</li> </ul>	E