

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

| <b>Curriculum Vitae Rubric</b>  |   |   |   |  |
|---|---|---|---|--|
|   | <b>Level 1</b>  | <b>Level 2</b>  | <b>Level 3</b>  | <b>Level 4</b>   |
| <b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>- Elements of C.V. format</li> <li>- Details included</li> </ul>          | <ul style="list-style-type: none"> <li>- Writing does not follow the required format</li> <li>- Includes very few details and/or details are vague</li> </ul>       | <ul style="list-style-type: none"> <li>- An attempt is made to follow the required format but some elements are missing</li> <li>- Includes some details</li> </ul>                                     | <ul style="list-style-type: none"> <li>- Closely follows the required format</li> <li>- Includes several specific and relevant details</li> </ul>   | <ul style="list-style-type: none"> <li>- Exactly matches the required format for a cover letter</li> <li>- Contains many specific and relevant details.</li> </ul>   |
| <b>Thinking</b> <ul style="list-style-type: none"> <li>- Planning and pre-writing stages</li> <li>- Generating and Organizing of details</li> </ul> | <ul style="list-style-type: none"> <li>- Graphic organizer is not used to generate ideas or plan writing</li> <li>- Letter is not broken into paragraphs</li> </ul> | <ul style="list-style-type: none"> <li>- Some use of graphic organizer</li> <li>- An attempt to break writing into paragraphs</li> <li>- Paragraphs are not organized around a central topic</li> </ul> | <ul style="list-style-type: none"> <li>- Effectively uses graphic organizer to generate ideas</li> <li>- Writing is organized into appropriate paragraphs around a central topic</li> </ul> | <ul style="list-style-type: none"> <li>- Extensive use of graphic organizer in generating ideas and planning cover letter</li> <li>- Paragraphs are highly organized and focused a specific topic</li> </ul> |
| <b>Communication</b> <ul style="list-style-type: none"> <li>- Word choice and sentence structure</li> <li>- Language conventions</li> </ul>         | <ul style="list-style-type: none"> <li>- Writer uses casual language that is inappropriate to the task</li> <li>- Many spelling and grammar mistakes</li> </ul>     | <ul style="list-style-type: none"> <li>- Writer attempts to use formal language</li> <li>- Some spelling and grammar mistakes</li> </ul>  | <ul style="list-style-type: none"> <li>- Uses formal language and full sentences</li> <li>- Mostly correct spelling and grammar</li> </ul>  | <ul style="list-style-type: none"> <li>- Professional and complex word choice with highly varied sentences</li> <li>- Very few or no spelling or grammar mistakes</li> </ul>                                 |
| <b>OVERALL MARK</b>   |   | <u>COMMENTS</u>   |   |  |