



# Application

Name:

Teacher:

Class:

Date:

“Choose a job you love, and you will never have to work a day in your life” (Confucius). For this Final, you will be utilizing what you’ve learned about applying for a job. You will be graded on the following criteria:

## RESUME

	8 Stellar	7 Good	6 Adequate	5 Inadequate
<b>Formatting:</b> No sentences, used Action Verbs, Topics listed in order: Personal Info, Summary, Education, Work Experience				
<b>Consistency:</b> Format is the same. Fonts are the same. Uses 3, 5, 7 rule for bullet points.				
<b>Content:</b> Uses a variety of Action Verbs. Includes details about job experience. Avoids repetition. One page.				
<b>Conventions:</b> Correct Spelling, Punctuation, Capitalization, and Grammar.				

**Total /32**

## INTERVIEW

	8 Stellar	7 Good	6 Adequate	5 Inadequate
<b>Professionalism:</b> Dressed professionally. Shook hand with greeting. Well-Groomed. No gum.				
<b>Body Language:</b> Smiled, did not Fidget, Eye Contact, good Posture, didn't use too many Hand Gestures.				
<b>Preparation:</b> Answered all questions thoroughly and with confidence. Gave specific examples.				

**Total /24**