

Practical Language Writing (Resumes and Applications)

Name _____ Date _____

2 = surpasses expectations, 1 = meets expectations, and 0 = does not meet expectations. On blanks to left: "+" = a strength, "-" = needs improvement, and blank = not applicable.

Develops resumes for self and others.

2 1 0

- Complete.
- Clear, simple, and attractive.
- Honest but positive.
- Word processed.
- Fulfilling all semi-formal writing standards.
- Using semi-formal language.
- Up-to-date.

Uses an effective resume format.

2 1 0

- Name, address, phone number.
- Employment objective.
- Education in chronological order.
- Other skills and training.
- Employment history in reverse chronological order.
- Special skills and training.
- Pertinent interests and awards.
- Other helpful information.

Completes application forms and other types of forms.

2 1 0

- Completes job, school, scholarships, loan, and other applications.
- Completes forms very neatly and very clearly.
- Uses correct mechanics.
- Uses standard usage.
- Uses clear and correct vocabulary.
- Uses semi-formal language and style.
- Completes forms fully and correctly (as directed).
- Answers questions honestly but positively.
- Writes extended answers as directed, clearly, briefly, within space, and with a clear and simple progression of thought.

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