CSCI-471 Professional Communications
Career Documents Draft Review Form

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1 Evaluation of the Application Letter

Evaluate the Application Letter by checking one box per row in the following table:

Category	Poor	Below Ave	Average	Above Ave	Excellent	Not Applicable
Grammar, structure, format			X			
Content, technical Accuracy			X			
Meets ad requirements					X	
Creative, originality, style				X		

For each of the four categories above, briefly explain your rating:
1. A very brief write-up. Sender's and receiver's address should have been mentioned.
2. Not enough justification to the soft skills that were mentioned. Most of it felt like he was beating around the bush.
3. Met the requirements as the ad didn't have technical details.
4. Flow started good and normal, Key points that were used to talk about yourself were justified well enough for the reader to believe that they were your key points.

2 Evaluation of the Resume

Evaluate the resume by checking one box per row in the following table:

Category	Poor	Below Ave	Average	Above Ave	Excellent	Not Applicable
Grammar, structure, format				X		
Content, technical Accuracy				X		
Meets ad requirements					X	
Creative, originality, style			X			

For each of the four categories above, briefly explain your rating:
1. Followed the template for RIT CS students
2. For current standing, all the necessary items were mentioned however, they could have been portrayed better.
3. Met all as there weren't any specific technical requirements for the job.
4. Should use another template in order to stand out look appealing. Design and or volume of a resume can be a talking point at times.

3   Overall Document Rating

What is your overall rating of the draft documents? use an integer scale with a 0 being the lowest and a 10 being the highest (think of this as a letter grade with 10=A, 9=B 8=C, 7=D, and from 0-6 for an F).

Resume: 8

Letter: 7