**CSCI-471 Professional Communications**

## Career Documents Draft Review Form

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 |  |  |  |  |  |  |
| Content, technical Accuracy |  |  |  |  |  |  |
| Meets ad requirements |  |  |  |  |  |  |
| Creative, originality, style |  |  |  |  |  |  |

For each of the four categories above, briefly explain your rating:

1. **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 |  |  |  |  |  |  |
| Content, technical Accuracy |  |  |  |  |  |  |
| Meets ad requirements |  |  |  |  |  |  |
| Creative, originality, style |  |  |  |  |  |  |

For each of the four categories above, briefly explain your rating:

1. **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).