

Resume & Cover Letter Evaluation Form

Student Name: Vanessa Melgarejo

Host Signature: *Vanessa Melgarejo*

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	WEAKNESS	STRENGTH
Resume		
First Impression	1 2 3 4 5 6 7 8 9 10	
Professional Appearance	1 2 3 4 5 6 7 8 9 10	
Clean (not cluttered)	1 2 3 4 5 6 7 8 9 10	
Spelling, Punctuation	1 2 3 4 5 6 7 8 9 10	
Adequate Information	1 2 3 4 5 6 7 8 9 10	
Personal Brand/Skills/Experience, Education,/Activities/Interests/ Awards/Misc		

Comments:

Cover Letter	
Appropriate Format	1 2 3 4 5 6 7 8 9 10
Professional Appearance	1 2 3 4 5 6 7 8 9 10
Spelling, Sentence Structure	1 2 3 4 5 6 7 8 9 10
Clear Sense of Purpose	1 2 3 4 5 6 7 8 9 10

Comments: