2026 Fort Bend County Fair
Job Interview Contest

Chairman: Dustin Black

Saturday, September 19, 2026
Fort Bend County 4H Extension Complex

The purpose of the Job Interview Contest is for students to develop, practice and demonstrate skills needed while seeking employment. Each part of the event simulates "real world" activities that will be used by real world employers.

The event is developed to help participants in their current job search (for part-time and full-time employment). Therefore, the job description, cover letter, résumé and references submitted by the participants must reflect their current skills and abilities and must be targeted to a realistic job or internship for which they are qualified to apply. Participants cannot develop a fictitious résumé for a fictitious job or internship; instead they must utilize their actual experience. They are expected to target the résumé toward a real job for which they presently qualify.

Special Rules for Job Interview Contest

1. **Rules:** This contest is subject to the Fort Bend County Fair General Rules and Regulations, the Junior Contest Rules and Regulations, and to the Special Rules of this section. Where Special Rules conflict with other rules, Special Rules prevail.

2. **Entry Fee**: A fee of $20.00 will be assessed for each entry. Entries **MUST** be submitted online via https://fbcfa.fairwire.com by the supervising Club Leader or Teacher. Payment is due at the time of entry. **Entries must be submitted prior to midnight, September 4, 2026**. A fully executed Release of Liability for each participant must be presented at check-in on the day of the contest. Any participant who does not present a fully executed form will not be allowed to participate. The Release of Liability forms may be printed from the website (link inserted).

3. **Entry:** See Entry requirements in the Fort Bend County Fair Junior Contest Rules & Regulations.

4. **Eligibility:** See Eligibility requirements in the Fort Bend County Junior Contest General Rules & Regulations.

    a. Contestants must **meet all Fort Bend County Fair Junior Contest Rules and Requirements.**

    b. Age: Contestants must be between the ages of 8 and 18 years of age as of August 31, 2026.

    c. Enrollment: Contestant must be enrolled in and attending public or private elementary or secondary schools or accredited home school program in Fort Bend County TX.

    d. Junior Division Contestants (grades 3rd – 8th)

    e. Senior Division Contestants (grades 9th – 12th)

5. **Conduct of Contestants** – See Fort Bend County Fair Junior Contest Rules & Regulations.

CONTEST FORMAT

The contest site will provide all equipment and paper necessary, except writing pens.
There are five (5) sections to this event:

1. Job Description (job of your choice)
2. Cover Letter
3. Résumé
4. Personal Interview
5. Follow-Up Correspondence

CONTEST RULES

1. All cover letters, job descriptions and résumés must be submitted electronically to contest officials at The Fort Bend County Fair via https://www.fortbendcountyfair.com/events/2026/job-interview entry system as a PDF file, no later than 5:00 p.m. on Monday, September 14, 2026. The electronic material is what the judges will score - the judges will NOT be scoring any documents turned in after the deadline.
    i. Equipment
        1. Contestants may bring to all areas of the contest, including the follow-up letter:
            a. Résumé
            b. Cover letter
        2. The following items are **not** permitted:
            a. Letters of reference
            b. Samples of work
            c. Pictures
            d. Personal pages

2. Job Description - 25 points
    i. The contestant must submit a single – spaced, 500-word maximum job description using 8 1/2" x 11" white paper with 1" margins and be Times New Roman font size 11 point. Headings may be bold, underlined, italics or larger in size to call attention to information, in order for the judges to evaluate the contestant's knowledge of the job, how well they fit the job, and how they are best qualified for the job.
    ii. The job description MUST include the following:
        a. Student Name and Organization Name (as a header)
        b. Name of company
        c. Title of job
        d. Description of duties & responsibilities
        e. Salary (if applicable)
        f. Length of time of internship (if applicable)
        g. Start date
        h. Requirements of certification (maximum of 5, if applicable)
    iii. Sources for job descriptions can be found by looking in the various forms of printed media, newspapers, online through job search websites, or company websites. (Sample Job Descriptions: Monster.com hiring.monster.com/hr.)
    iv. The relevant personal characteristics and skills listed in the job description will be evaluated during the Personal Interview, indicator "Response to Questions.

3. Cover Letter - (100 points)
    i. The contestants must submit a single-spaced letter of intent [cover letter] using 8½" x 11" *white* paper.
    ii. The paper is to be single-sided only, typed using 11-point Times New Roman font and left justified.
    iii. The letter is to be addressed to Mr. Dustin Black, Chairman, Job Interview Contest and dated for the day of the event. The following address should be used: P.O. Box 328, Rosenberg, Texas 77471.
    iv. Greeting should be addressed to: Dear Mr. Black.

4. Résumé - (200 points)
    i. The contestants must submit a single-spaced résumé using 8½" x 11" *white* paper.
    ii. The résumé is to be single-sided only, typed and not to exceed two pages total.
    iii. The body of the résumé shall be in 11-point Times New Roman font.
    iv. The résumé must be non-fictitious and based upon their work and educational history.

5. Application - (75 points)
    i. Contestants will complete either an electronic or paper job application on-site, prior to the personal interview. Contestants may use their résumé to complete the application. The application will be provided by the provider and is not a set or standard application. Contestants should be prepared for any application.
    ii. The application completion will last a maximum of thirty (30) minutes.
    iii. Pens must be provided by the contestant.
    iv. Paper will be provided by the contest site.
    v. All applicants will begin the application process at the same time.

6. Personal Interview - (500 points)
    7. The personal interview will consist of an interview in front of a panel of judges. Each interview will last a maximum of ten (10) minutes. A timekeeper will notify the judges and contestants when the time elapsed reaches the 7 and 9 minute marks. The notification will be a silent reminder using a numbered sign to be held by the timekeeper for everyone in the interview room to see.
    ii. All judges should ask questions during the personal interview.
    iii. At the conclusion of the 10 minute interview, if the contestant has not been afforded the opportunity to ask questions, an additional two minutes will be allowed for the contestant to ask questions. The timekeeper will announce the end of the two-minute period and effectively end the interview. The contestant will stop talking when the time limit is called.

i. Follow-Up Correspondence - (50 points)
    i. Contestants will submit a follow-up correspondence after the interview. A computer/printer or thank you cards/notes will be provided. No prewritten or pre-printed follow-up letters will be accepted or allowed to be taken into the contest room. Cover letters are permitted.

    The site provider will declare the type of Follow Up Correspondence that will be used as each contestant goes into the phone interview.
    i. The letter should be addressed to Mr. Dustin Black, Chairman, Job Interview Contest and dated for the day of the event. The following address should be used: P.O. Box 328, Rosenberg, Texas 77471.
    ii. The Follow Up Correspondence should be appropriate as to its type, an email will not need to use the physical address and a contestant will only be graded on who the email is addressed to and the body of the email and the closing. A contact email address for Mr. Dustin Black is not needed.
    iii. The letter should be a response to their interview.
    iv. The contestant will have fifteen (15) minutes to complete the follow up correspondence.
j. Professional dress is required.
k. This contest is open to School Students, 4H Club Members and FFA Club Members.
l. Initial résumé, cover letter and application scores will be carried through to the Final Round.

TIEBREAKERS
Ties will be broken by counting the total number of top-ranks. The contestant with the most top-ranks will be declared the winner. For example:

- Contestant 1 rankings: 7, 7, 9
- Contestant 2 rankings: 6, 5, 12

Since contestant 2 has two higher rankings (5 and 6) compared to contestant 1's highest rankings (7 and 7), contestant 2 wins the tie. If a tie still exists, then the event superintendent will add up the contestant's telephone interview points. The contestant with the highest score will be declared the winner. If a tie still exists, then the event superintendent will add up the contestant's follow-up letter points. The contestant with the highest score will be declared the winner.

REFERENCES
The list of references is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. Make sure to use discretion when selecting website references by only using reputable, proven sites. The following list contains references that may prove helpful during event preparation. The most current edition of resources will be used.

Open Colleges – How to Write a Resume.
http://www.opencolleges.edu.au/careers/resumes/how-to-write-a-resume

The Best Resume Format Guide https://theinterviewguys.com/best-resume-format-guide/ Subtle Ways to Ace

the Interview.
http://www.businessinsider.com/subtle-ways-to-ace-the-interview-2015-2

Killer Questions Candidates Ought to Ask the Interviewer. http://theundercoverrecruiter.com/9-killer-questions-candidatesought-ask-interviewer/

Keys to Telephone Job Interview Success. https://www.job-hunt.org/phone-interview-tips/ Sending Your

Thank You After the Job Interview.
http://www.job-hunt.org/job_interviews/job-interview-thank-you.shtml

10 Questions to Ask After an Interview.
https://www.indeed.com/career-advice/interviewing/questions-after-interview References from the

career center at the land-grant university in your respective state

JOB DESCRIPTION RUBRIC - 25 POINTS

Chapter:_____ Student Name:_____ Area:_____

Judge's Printed Name/Email/Phone # :_____

INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Weak evidence of skill is present 1-0 points	Points Earned	Weight	Total Points
Format and General Appearance	*Font is 11 point, Times New Roman, Margins are 1" and information is single spaced. *Headings can be bold, underlined or larger font *Contestant name and Chapter are at top of page	*Font is 11 point, Times New Roman, Margins are 1" and information is single spaced. *Headings are not distinguished from rest of information with bold, underlined or larger font *Contestant name and Chapter are at top of page	*Font is not 11 point, or Times New Roman, Margins are not 1" and information is not single spaced. *There are no headings *Contestant does not have name and Chapter at top of page		**X1**	
Content of Information	*Information given includes: Name of company Title of Job Description of Duties & Responsibilities (Maximum of 5) Salary (If applicable) Length of time (if applicable) Start Date Requirements of Certification (If applicable, maximum of 5)	*Information is missing 2-3 of the following: Name of company Title of Job Description of Duties & Responsibilities (Maximum of 5) Salary (If applicable) Length of time (if applicable) Start Date Requirements of Certification (If applicable, maximum of 5)	*Information is missing more than **HALF** of the following: Name of company Title of Job Description of Duties & Responsibilities (Maximum of 5) Salary (If applicable) Length of time (if applicable) Start Date Requirements of Certification (If applicable, maximum of 5)		**X3**	
Grammar/ Punctuation/ Spelling	*Spelling, grammar and punctuation are extremely high quality with two or less errors in the document.	*Spelling, grammar and punctuation are adequate with three to five errors in the document.	*Spelling, grammar and punctuation are less than adequate with six or more errors in the document.		**X1**	
					TOTAL POINTS	

COVER LETTER RUBRIC - 100 POINTS

Chapter:_____ Student Name:_____ Area:_____

Judge's Printed Name/Email/Phone # :_____

INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Weak evidence of skill is present 1-0 points	Points Earned	Weight	Total Points
Format and General Appearance	*Does not exceed one page without overcrowding *Margins are 1"and single spaced; font size is 11 pt. and Times New Roman font *Uses appropriate business format (left justified) *Date and address at top *Addressed to appropriate person *Appropriate signature block *IF PRINTED: On plain white paper, single sided	*Does not exceed one page without overcrowding *Margins are 1" and NOT single spaced; font size is 11 pt. and Times New Roman *Uses appropriate business format, date and address at top *Not addressed to appropriate person *Inappropriate signature block. *IF PRINTED: On plain white paper	*Exceeds one page *Margins are not 1"; font size is either larger or smaller than 11pt and style is not Times New Roman *No signature; no date or address *No inside address; not the appropriate business format *IF PRINTED: Not on plain white paper		**X4**	
Introductory Paragraph	*Identifies position they are applying for *States how they heard about the position *States why they are interested in the position *Uses wording to attract reader's attention	*Identifies position that are applying for *Does not state how they found the job *Vaguely describes why they are interested in the job *Introduction is bland and not attention catching	*Does not clearly identify position they are seeking *No description of how you heard about the position *Does not grab the reader's attention		**X4**	
Skills and Experiences	*Identifies two to three strongest qualifications for the job *Indicates how education has prepared them for this job *States why you are interested in the position; skills and experiences are consistent with resume *Makes reference to resume	*Identifies one to two qualifications for the job *Indicates how education has prepared them for this job *Provides a vague explanation of why interested in the job *Skills and experiences are somewhat consistent with resume *Makes reference to resume	*Does not identify relevant qualifications for the job *Does not indicate how education has prepared them for this job *Does not state why they are interested in the job *Skills and experiences are not consistent with resume *Does not mention resume		**X4**	
Closing Paragraph	*Thanks reader for taking time to read *Provides appropriate contact information *Makes appropriate provisions for follow up	*Thanks reader for taking time to read *Provides contact information, but makes reader to assume a follow up	*Does not thank reader *Does not mention a plan for follow up *Does not provide any contact information		**X3**	
Spelling/ Grammar/ Punctuation	*Spelling, grammar, and punctuation are extremely high quality with two or less errors in the document	*Spelling, grammar, and punctuation are adequate with three to five errors in the document	*Spelling, grammar, and punctuation are less than adequate with six or more errors in the document		**X5**	
					TOTAL POINTS	

RESUME RUBRIC - 200 POINTS

Chapter:_____ Student Name:_____ Area:_____

Judge's Printed Name/Email/Phone # :_____

INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Weak evidence of skill is present 1-0 points	Points Earned	Weight	Total Points
Contact Information	*Includes name, address, email, and phone number *Name stands out on resume *Provides professional email	*Name does not stand out *Email is too casual	*Missing name, address, email, or phone number *Email used is inappropriate or unprofessional		**X2**	
Employment Objective	*Focused objective that states how employee will help company achieve its goals	*Focused objective that states what you want from the company	*No objective identified		**X2**	
Education or Relevant Coursework	*Contains complete information (listed in reverse chronological order) *relevant courses listed *dates formatted correctly *GPA in correct format	*Contains information (listed in reverse chronological order) *relevant courses listed *dates formatted correctly *inappropriate GPA listed	*Information not listed in reverse chronological order *Important information missing *Information not listed in correct format		**X7**	
Relevant Experience and Skills	*Entries are listed in reverse chronological order *Company name, title, location, and dates are included *Strong action verbs used with correct verb tense *Personal pronouns and extraneous words are omitted *Bullets are concise, direct and indicate one's impact/accomplishments *Results are quantified; bullets are listed in order of importance	*Entries are listed in reverse chronological order; entries have a pattern of one type of error *May show gaps in work history; action verbs are weak *Verb tenses are inconsistent *Bullets are not concise or direct and do not indicate impact *Bullets are written in complete sentences	*Entries are not in reverse chronological order; most entries do not include company name, dates, location, or position title; bullets are written in complete sentences *Verb tenses are inconsistent; bullets are wordy, vague, or do not indicate one's impact *Bullets are not listed in order or importance to the reader *Results are not quantified when appropriate *Irrelevant or outdated information is listed		**X9**	

RESUME RUBRIC (CONTINUED)

Chapter:_____ Student Name:_____ Area:_____

Judge's Printed Name/Email/Phone # :_____

INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Weak evidence of skill is present 1-0 points	Points Earned	Weight	Total Points
Achievements and Honors	*Appropriate and relevant achievements and honors listed *Achievements and honors related to career goal *Provides specific details for related to achievements and honors *Listed in reverse chronological order	*Appropriate and relevant achievements and honors listed *Achievements and honors related to career goal *Lacks specific details for related to achievements and honors *Listed in reverse chronological order	*Achievements and honors not listed in reverse chronological order *Inappropriate or Irrelevant achievements listed *No achievement or honors are listed		**X5**	
References	*Listed appropriate and number of references (three) *Provide complete contact information for references	*References are listed but not all may be appropriate *Not all contact information for references is included	*Inappropriate references are listed *No references listed; no contact information listed		**X2**	
Spelling/ Grammar/ Punctuation	*Spelling, grammar, and punctuation are extremely high quality with two or less errors in the document	*Spelling, grammar, and punctuation are adequate with three to five errors in the document	*Spelling, grammar, and punctuation are less than adequate with six or more errors in the document		**X5**	
Format and General Appearance	*Does not exceed two pages without overcrowding *Margins are 1"and single spaced; font size is 11 pt., Times New Roman font *Headings reflect content and content substantiates headings; resume is targeted to job *IF PRINTED: Plain white paper, single sided	*Does not exceed two pages; appears crowded *Margins are 1", single spaced; font size is 11 pt., Times New Roman font *Headings don't necessarily reflect content and content substantiates headings; resume is targeted to job *IF PRINTED: Plain white paper, single sided	*Exceeds two pages *Margins are larger or smaller than 1", not single spaced, font is larger or smaller than 11 pt. and not Times New Roman *Content seems fictitious and does not match cover letter *IF PRINTED: Not on Plain white paper, double sided		**X8**	
					TOTAL POINTS	

EMPLOYMENT APPLICATION RUBRIC - 75 POINTS

Chapter:_____Student Name:_____Area:_____

Judge's Printed Name/Email/Phone # :_____

INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Weak evidence of skill is present 1-0 points	Points Earned	Weight	Total Points
Consistent with Resume	*Name, education, experience and other personal information matches information provided on resume	*Name, education, experience and other personal information generally, matches information provided on resume	*Name, education, experience and other personal information do not match information provided on resume		**X2**	
Grammar/ Punctuation/ Spelling	*Spelling, grammar and punctuation are extremely high quality with two or less errors in the document	*Spelling, grammar and punctuation are adequate with three to five errors in the document	*Spelling, grammar and punctuation are less than adequate with six or more errors in the document		**X4**	
Form Completed	*Entire application was completed with "N/A" indicated where appropriate	*Majority of the application was completed with few blank fields	*Several blank spaces and missing information		**X3**	
Overall Impression	*Application was consistent and appropriately highlighted candidate's qualifications for the position. *If HANDWRITTEN, all parts are neat and legible	*Application was consistent and generally highlighted candidate's qualifications for the position. *If HANDWRITTEN, most parts are neat and legible	*The application was not consistent and did not highlight candidate's qualifications for the position. *If HANDWRITTEN, all parts are NOT neat and legible		**X6**	
					TOTAL POINTS	

PERSONAL INTERVIEW RUBRIC - 500 POINTS

Chapter:_____ Student Name:_____ Area:_____

Judge's Printed Name/Email/Phone # :_____

INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Weak evidence of skill is present 1-0 points	Points Earned	Weight	Total Points
Appearance	*Professional dress/ groomed *Follows standard dress code *polished shoes *clothes pressed *conservative accessories	*Dress appropriate: * *Just not as professional* *"put together" *shoes clean, but not polished	*Very disheveled: *Jacket not zipped up, not in appropriate official dress. *Wearing too much jewelry, not well groomed		**X10**	
First Impression	* **Greeting** : Appropriate salutation and firm handshake * **Introduction** : States name and chapter * **Body Language** : Smiling and pleasant, does not sit until invited, confident in manner	* **Greeting** : Confident but uneasy, soft handshake * **Introduction** : States name only when asked * **Body Language** : Rarely smiles, cologne or perfume is distracting	* **Greeting** : Does not use salutation, very informal * **Introduction** : Fails to introduce self, fails to shake hands with interviewer * **Body Language** : Obnoxious cologne or perfume, chewing gum		**X15**	

Response to Questions	*Used appropriate language for career *Cited relevant examples, evidence knowledge of career field (talk the talk) *Knows education and experience required for position, discussed skills gained through school or past jobs and how they are relevant to position applied, abilities described match the resume *Responses concise and logically communicated *Responses do not sound "canned" provided in-depth description of skills, not just a list *Provides in-depth responses to questions, not yes/no responses *Do responses provided establish a "theme" that overall describes their abilities	*Seemed to know terms associated with career *Some holes, cited several relevant examples, but list incomplete, knew about career, but conveyed incomplete picture unsure of education or experience required for position *Incomplete list of skills gained through school and past jobs and relevance to position applied, abilities mostly match resume *Responses seemed rehearsed and somewhat disorganized, provided some depth to description of job skills, some listing *Provided some depth to responses to question, some yes/no, was able to tie some abilities together to form a picture of qualifications	*Knew some of the language of position, but used incorrectly or did not show understanding of terms *Unable to cite or few relevant examples, position education and requirements not known or do not match applicant's skill set, unable to relate skills learned in school or past jobs and relevance to position applied *Abilities hardly match resume *Responses seemed "canned" with little logical progression *Mainly provided list of skills with little explanation, provided yes/no responses, unable to see an overall theme of person's abilities		**X30**	

PERSONAL INTERVIEW (CONTINUED)

Chapter:_____ Student Name:_____ Area:_____

Judge's Printed Name/Email/Phone # :_____

INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Weak evidence of skill is present 1-0 points	Points Earned	Weight	Total Points
Communication Skills	* **Persuasive**: Led the interview in a direction that enabled them to expand so their skills were expressed, took initiative to add information beyond question asked * **Confident**: Exhibited confidence in self with body language and verbally. * **Appropriate volume**: Spoke with proper volume for room to be heard clearly; not too loud, not too soft * **Enunciation/grammar**: Avoided words like "git" versus "get" and "agin" versus "again", used proper words when speaking (didn't use 10 dollar words when a five-dollar word will do) * **Concise**: Avoided run on sentences and answered with logical and organized thoughts * **Sincere**: Expressed true interest in the position they are seeking * **Poise**: avoids distracting mannerisms such as drumming fingers or overuse of "uhm" and "you know" * **Discretion/Tact**: Shared appropriate information and did not create an awkward situation through responses	* **Persuasive**: Was able to expand somewhat on skills that are a fit for the position, volunteered some additional information to questions asked * **Confident**: Exhibited some nervousness, but covered well, voice and body language showed some uncertainty * **Appropriate volume**: Did not modulate volume to express answers, could hear sometimes, but quiet when unsure of response and hard to hear * **Enunciation/grammar**: Some language not appropriate for position applied, used some slang and exhibited some "dialect" * **Concise**: Some questions answered in a rambling fashion, but point was able to be made. Thoughts were logical, but somewhat disorganized * **Poise**: Seemed comfortable with some nervousness, caught self before exhibiting distracting mannerisms, rarely used "uhm" or "you know" * **Discretion/Tact**: Most Professional in tone and shared information that created little if any awkwardness	* **Persuasive**: Answered yes or no to most questions, did not expand on skill set * **Confident**: Did not appear comfortable, nervous, slouched in chair * **Appropriate volume**: Hard to hear answers or volume too loud for room * **Enunciation/grammar**: Used overly complex or simplistic language, sprinkled in words like "git" versus "get" and "agin" versus "again" * **Concise**: Rambled and used run on sentences or were very short. Answers were poorly organized and thought not clearly expressed * **Sincere**: Seemed uninterested in the position and distracted * **Poise**: demonstrated distracted mannerisms such as tapping foot, drumming fingers, cracking knuckles, etc., Excessive use of "uhm" and "you know" * **Discretion/Tact**: Shared information that may be seen as personal about someone else creating awkwardness, appeared unprofessional		**X30**	
Conclusion	*Posed appropriate questions of interviewer: *When notification of selection will occur and how *Clarified next steps, inquired as to next step in interview process (if there will be additional interviews, etc.) * **Appropriate thanks and exit**: * *Asked to exchange business cards* , thanked interviewer, stands and shakes hands prior to exiting room	*Questions posed were somewhat appropriate: *Some had no relevance to interview *Incomplete inquiry of the next steps in the interview process * *Asked to exchange business card* , thanks interviewer and shook hand but seemed uncertain how to end the interview and exit	*Asks no questions: *If questions asked, have no relevance to next steps in the interview process *Ends interview abruptly or awkwardly, exits without thanks or shaking hands		**X15**	
					TOTAL POINTS	

FOLLOW UP CORRESPONDENCE RUBRIC - 50 POINTS

Chapter:_____ Student Name:_____ Area:_____

Judge's Printed Name/Email/Phone # :_____

INDICATOR	Very strong evidence of skill is present 5-4 points	Moderate evidence of skill is present 3-2 points	Weak evidence of skill is present 1-0 points	Points Earned	Weight	Total Points
Format	*The document was directed to the appropriate person with an appropriate address and salutation *for the type of correspondence* *The level of formality was appropriate for the type of correspondence	*The document was directed to the appropriate person with an appropriate address and salutation with minor errors *The level of formality was generally appropriate for the type of correspondence	*The document was not directed to the appropriate person *No address or salutation was included *The level of formality was not appropriate		**X2**	
Content	*Effectively expressed appreciation and appropriately reiterated their qualities *Expressed interest and appropriately stated provisions for follow-up	*Attempted to express appreciation and generally reiterated their qualities *Generally expressed interest and attempted to state provisions for follow up	*Did not attempt to express appreciation *Did not attempt to reiterate their qualities *Did not attempt to express interest or state provisions for follow-up		**X3**	
Grammar/ Punctuation/ Spelling	*Spelling, grammar and punctuation are extremely high quality with two or less errors in the document	*Spelling, grammar and punctuation are adequate with three to five errors in the document	*Spelling, grammar and punctuation are less than adequate with six or more errors in the document		**X2**	
Overall Impression	*Writing (when appropriate) was legible *Length was appropriate	*Writing (when appropriate) was difficult to read *Length was generally appropriate	*Writing (when appropriate) was illegible *Length was inappropriate		**X3**	
					TOTAL POINTS	