

To earn credit, all of the following except for the teacher forms must be typed. Remember to use size 12 Times New Romans for the college essay, resume, and teacher letters.

Formatting: _____/15

_____/5 The following are stapled in order (from top to bottom). (1 point each ONLY if in order)

1. Rubric with your name printed on it
2. College Essay
3. Resume
4. Teacher letter 1
5. Teacher letter 2

_____/10 Teacher Folder 1 & Teacher Folder 2: (1 point for each bullet below that holds true for EACH folder)

- Is in a professional looking folder with pockets
- Includes a personal letter from you to the teacher placed in FRONT of the other documents
- Includes your typed resume
- Includes a teacher form with the student portion entirely filled out, checked, and signed
- Includes an envelope that is appropriate for mailing your letter

Content: _____/85

_____/50 College Essay: Must list the prompt at the top, less than 651 words double spaced with 1" margins

- A = 45-50 Very likely to gain a scholarship/ acceptance to a college with high standards using this essay
- B = 43 Likely to gain a scholarship/ accepted into a college with high standards using this essay
- C = 38 Might gain a scholarship/ accepted into a college with high standards using this essay
- D = 33 Unlikely to gain a scholarship/ accepted at a college with high standards using this essay
- F = 0-28 Very unlikely to gain a scholarship/ accepted to a college with high standards using this essay

_____/25 Resume:

- A = 23-25 Effectively formatted, very few typos, complete, all lists start with action verbs
- B = 21 Appropriately formatted, few typos, complete
- C = 19 Legibly formatted, some typos, less complete/ may have some noticeable mistakes
- D = 16 Less effectively formatted, may have noticeable mistakes and/ or be less complete
- F = 0-14 Inappropriately formatted, noticeable mistakes, not complete

_____/5 Teacher letter 1 requesting a recommendation:

- 5 = Gives teacher a great impression of you; is kindly and professionally written
- 4 = Gives teacher a positive impression of you; is kindly written but with some mistakes
- 3 = Gives teacher an uneven impression of you; politely written but with some mistakes
- 2 = Gives teacher a negative impression of you; asks for a recommendation
- 0-1 = Gives teacher a poor impression of you; is rude or exceptionally poorly written

_____/5 Teacher letter 2 requesting a recommendation:

- 5 = Gives teacher a great impression of you; is kindly and professionally written
- 4 = Gives teacher a positive impression of you; is kindly written but with some mistakes
- 3 = Gives teacher an uneven impression of you; politely written but with some mistakes
- 2 = Gives teacher a negative impression of you; asks for a recommendation
- 0-1 = Gives teacher a poor impression of you; is rude or exceptionally poorly written