

**JOB SEEKING SKILLS –
Cover Letter & Resume Judge’s Rating Sheet**

State 2020-2021 Virtual Conference

Items required for state conference: Cover Letter and Resume
 How to submit: Uploaded to Tallo per guidelines from National HOSA
 Deadline to Submit: February 12, 2021
 Description: For the AL Virtual State Conference, competitors will upload ONE pdf file containing their resume and cover letter. Competitors will be judged on items as uploaded to Tallo.
Cover Letter and Resume (as one pdf) Uploaded*: Yes _____ No _____
 *If the materials are not uploaded, please note that applicable items on the rubric below cannot be judged

Section # _____ Judge’s Signature _____

Competitor # _____

Items Evaluated						JUDGE SCORE
A. Cover Letter	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. Length	Cover Letter does not exceed one page.	N/A	N/A	N/A	Cover letter not included OR exceeds one page.	
2. Neatness, spelling, grammar	There are no spelling or grammatical errors throughout the entire cover letter.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the cover letter.	There are 5-6 spelling or grammatical errors present in the cover letter.	Cover letter not submitted OR there are 7 or more spelling or grammatical errors in the cover letter.	
A. Cover Letter	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
3. Organization	Letter includes an organized introduction, body and conclusion paragraph. There is a proper salutation at the greeting with a precise contact name. The entire cover letter amounts to no more than one page in length.	Most of the organization is appropriate, but there are a few minor tweaks that could be made to make the cover letter flow better to the viewer.	Some of the organization is correct, but there are a couple major problems that are rather distracting to the viewer.	An attempt was made to organize the cover letter, but there are still significant problems that distract the viewer from reading it from top to bottom.	Cover letter not submitted OR the cover letter has little to no organization, which could mean inconsistent fonts, no separation of paragraphs, or improper ordering of topics.	
A. Cover Letter	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
4. Content	The content within the main parts of the cover letter includes the	A few minor pieces of content are missing that are crucial to make the	A lot of the information is present, but a few	There are significant parts of the cover letter that are	Cover letter not submitted OR there is little to no content present in the cover	

	necessary information about the competitor (qualifications and strengths that pertain to the job, how they found the job, and how they will impact the company in the future). It makes for a great introduction to the resume.	cover letter top-notch.	major, relevant pieces are missing.	missing or are inserted improperly.	letter. No effort was put forth in order to include the necessary information. It is missing all or almost all of the needed information about how they qualify for the job and their strengths pertaining to it, how they found the job, why they will be a good fit with the company.	
B. Resume	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. Length	Resume does not exceed one page.	N/A	N/A	N/A	Resume not submitted OR resume is more than one page in length.	
2. Neatness, spelling, grammar	There are no spelling or grammar errors throughout the entire resume.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the resume.	There are 5-6 spelling or grammatical errors present in the resume.	Resume not submitted OR there are 7 or more spelling or grammatical errors in the resume.	
B. Resume	Excellent 15 points	Good 12 points	Average 9 points	Fair 6 points	Poor 0 points	JUDGE SCORE
3. Content/ organization The resume requirements include: a. Personal information in the heading b. Clearly stated career objective c. Education d. Work Experience e. Activities and awards	The competitor includes all five of the required components of the resume and organizes the document in a legible and professional manner. The resume flows smoothly, and action verbs are used to describe the competitor's strengths.	The competitor includes four of the five required content areas of the resume. The resume flows smoothly but lacks description of experience that allows the interviewer judges to gain a clear picture of the employment and educational history.	The competitor includes three of the five required content areas of the resume. Some action verbs were used to describe the competitor's strengths. Fair level of organization throughout the resume.	The required components may be included, but do not provide a clear description of the competitor's work or employment history. Little detail is provided.	Resume not submitted OR the resume does not flow or have experience documented that would relate the competitor to the position.	
Total Points (55):						

*Diction – choice of words especially about correctness, clearness, or effectiveness

**Articulation - the act of giving utterance or expression

**VIRTUAL JOB SEEKING SKILLS –
Interview Judge’s Rating Sheet**

State 2020-2021 Virtual Conference

Items required for state conference: Live Interview

Live appointment: February 17, 2021

Description: For the AL Virtual State Conference, competitors will participate in a live interview via WebEx.

Interview Completed: _____ Yes _____ No

Section # _____ Judge’s Name _____
Competitor Name & # _____

*** Digital submissions will only be judged up until the allotted timing allowed per the event guidelines. Any time in a digital submission over the allowed will not be scored and no points will be awarded for those sections of the rating sheet.

A. Interview	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
1. Introduction/first impression	Greeting is excellent, engaged professionally with the judge upon arrival. Great first impression!	Greeting is good, but didn't stand out amongst competition.	Greeting is appropriate.	Average greeting, conversation is not engaging or there was no conversation.	Competitor did not upload interview OR did not participate in live interview. OR Poor first impression.	
2. Content of answers Judges are looking for answers to the following criteria: a. Competitor shows willingness to volunteer information b. Responds appropriately to every question. c. Relates strengths and skills for the job. d. Sounds professional in choice of vocabulary and description of personal strengths.	The competitor thoroughly showcased each of the 4 criteria in their answers with ease and conviction. The responses left the judges excited to know more about the experiences, strengths and skillsets of the competitor.	Most questions were answered honestly and thoughtfully using professional language and tone. The competitor covers 3 of the 4 interview answer criteria.	The competitor covers 2 of the 4 interview answer criteria but does not provide a clear picture of their work experience or strengths. .	Some questions were answered thoughtfully using professional language. The interview was underwhelming. Covers 1 of the 4 interview criteria.	Competitor did not upload interview OR did not participate in live interview. OR Most questions were answered inappropriately, didn't elaborate on answers Covers 0 of the 5 interview criteria.	
A. Interview	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
3. Confidence, maturity, enthusiasm	Competitor exhibited confidence throughout their interview. Genuine excitement for the pending position and conducted themselves with maturity. They	The competitor was confident but not convincing. They were excited for the pending position but need a little more polish to be offered the position.	The competitor exhibited some level of confidence in his/her interviewing ability but seemed a little nervous.	The competitor appeared to be nervous and anxious about the interview. It was evident they were excited to be here; they just need more practice with interviews.	Competitor did not upload interview OR did not participate in live interview OR The competitor's nerves got the best of them. They were not able to	

	would make a great employee!				showcase their best work in the interview. Keep trying!	
4. Knowledge of Position Applied For	Competitor was knowledgeable about the position and related skills to the job, prepared and practiced interview questions and was prepared with company research. They answered all questions put forth by judges by showing confidence and understanding.	The competitor was mostly knowledgeable of the skills related to the job. They had researched the company and were able to answer most questions.	Competitor somewhat prepared with company research. Answered some of the questions from the judges. Some confidence	Competitor wasn't aware of the position they were hiring for. They were unable to answer questions asked by the judges.	Competitor did not upload interview OR did not participate in live interview. OR Competitor lacks preparedness of company research. Lacks confidence in speaking with the judge.	
A. Interview	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 point	JUDGE SCORE
5. Closing	Competitor asked at least one question that was relevant to the position and left the judges with an overall positive impression.	N/A	N/A	N/A	Competitor did not upload interview OR did not participate in live interview. OR Competitor did not ask any questions and the judges were left with a less than positive impression.	
B. General Characteristics	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. *Diction and **articulation	The competitor speaks clearly, enunciates words. Clear, crisp speech which is easy to hear and understand.	The competitor enunciates most words clearly and is easily understood.	The competitor speaks clearly, minimal instances when they mumble or do not enunciate their words.	The competitor mumbles some of the time and speaks at a low volume. The judges must ask the competitor to repeat themselves.	Competitor did not upload interview OR did not participate in live interview OR competitor mumbles, speaks softly, and is hard to hear. Judge is unable to hear or understand all or part of the responses to the interview questions	
B. General Characteristics	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
2. Eye contact, poise and posture	The competitor displays comfortable eye contact, displays confidence in their demeanor; sits up straight throughout interview.	The competitor makes eye contact most of the time, sits up straight and conducts themselves with confidence.	The competitor displays some eye contact but looks down or to the side of the judges.	The competitor makes limited eye contact and does not display good posture.	Competitor did not upload interview OR did not participate in live interview OR The competitor does not make eye contact with the judges. They slouch during the interview	

Total Points (60):

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