VIRTUAL INTERVIEWING SKILLS – Judge Rating Sheet
Cover Letter & Resume-Round One

2021 Virtual Texas Area Conferences

Items required for area conference: *Cover Letter, Resume and Eligibility Form*
How to submit: *Upload to Tallo using these INSTRUCTIONS*
Deadline to Submit: *January 15, 2021*
Description: *Competitors will upload the Cover Letter, Resume, and Eligibility Form to Tallo for the judges. Competitors will be judged on the Cover Letter and Resume.*
Cover Letter, Resume, Eligibility Form (as one pdf) Uploaded*: *Yes _____ No _____*
*If the materials are not uploaded, please note that applicable items on the rubric below cannot be judged

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Section # _____   Judge's Signature _____

Competitor # _____

** If the Student Eligibility and Accommodation Form is not submitted by the deadline (~~SLC conference due date)~~, then the student competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.

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 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.	A few minor pieces of content are missing that are crucial to make the cover letter top-notch.	A lot of the information is present, but a few major, relevant pieces are missing.	There are significant parts of the cover letter that are missing or are inserted improperly.	Cover letter not submitted OR there is little to no content present in the cover 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.	
	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 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