

Career Portfolio Rubric



Criteria:	Possible Points	Your Score
Typed	5 points	_____
Correct spelling	5 points	_____
Professional use of graphics	1 point	_____
Components in order	8 points	_____
Title page	4 points	_____
Cover Letter	4 points	_____
Resume	5 points	_____
Three references	3 points	_____
Thank you letter	4 points	_____
Awards and Honors	5 points	_____
2 sample applications	2 points	_____
1 fact sheet	1 point	_____
Due:	5 points	_____
TOTAL worth assessment grade	52 points	_____

Comments: