**Layer B** Nombre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cover letter: (50 pts) Points possible: \_\_\_\_\_/80 Grade: \_\_\_\_/100**

|  |  |  |  |
| --- | --- | --- | --- |
| 6 points to the letter:  Your address (#/email) Date Recipient’s address Salutation Body Despedida | Correct spacingCorrect indentingSignature Spacing | Pts. poss. 10  | Pts.Received |
| Body of the letter: 3 paragraphs Who are you? Personal experience included? Closure included? | Used standardized phrasingSufficient content |  10 |  |
| Fluency | Easy to readMinimal first language interferenceAppropriately addressedEach paragraph expands on the main idea – detailed and supported |  10  |  |
| Grammar | Excellent with basic structureUse of complex sentencesSubjunctive used correctlyMinimal errorsExcellent spelling |  20 |  |

 **50**

**Resume: (30 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 6 points to the resume:  Dirección y números El puesto:  datos academicos  experiencia profesional idiomas/aptitudes aficiones |  Visually appealing  Neat Typed Use of bold  | Pts. poss. 10  | Pts.Received |
| Grammar/Spelling | Easy to readMinimal first language interferenceNeatly writtenVery well organized  |  10 |  |
| Fluency | Organized by dates most recentIncluded places and titlesIncluded explanations Concise  |  10 |  |

 **30**