**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 spacing  Correct indenting  Signature  Spacing | Pts. poss.  10 | Pts.  Received |
| Body of the letter: 3 paragraphs  Who are you?  Personal experience included?  Closure included? | Used standardized phrasing  Sufficient content | 10 |  |
| Fluency | Easy to read  Minimal first language interference  Appropriately addressed  Each paragraph expands on the main idea – detailed and supported | 10 |  |
| Grammar | Excellent with basic structure  Use of complex sentences  Subjunctive used correctly  Minimal errors  Excellent 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 read  Minimal first language interference  Neatly written  Very well organized | 10 |  |
| Fluency | Organized by dates most recent  Included places and titles  Included explanations  Concise | 10 |  |

**30**