

**Cover Letter**

6

Format, including heading and salutations, is correct; opening is vivid and establishes a clear first impression; focus on UN agency is purposeful/integrated; relevant skills are explained; a range of skills/achievements are discussed; closing is appropriate; writing is organized; writing is edited and proofread

5

Format, including heading and salutations, is correct; opening establishes a clear first impression; focus on UN agency is purposeful; relevant skills are explained; closing is appropriate; writing is organized; writing is edited and proofread

4

Format, including heading and salutations, is correct; opening is distinct from body of letter; UN agency is included; relevant skills are explained; closing is included; writing is organized; writing reflects some editing and proofreading

3

Format, including heading and salutations, is correct; opening may not be distinct from body of letter; UN agency is included; relevant skills are listed rather than explained; closing may not be included; writing may not be organized; writing reflects some editing and proofreading

2

Letter was completed, but there was a major area of weakness: format is incorrect (heading is incomplete); letter is one paragraph rather than separate sections; little development of skills

1

Letter was handed in, but there was more than one major area of weakness: format is incorrect (heading is incomplete); letter is one paragraph rather than separate sections; little development of skills

Résumé

3

Format is correct/consistent; information is blocked out neatly; attention to detail is evident; jobs/achievements are creative and detailed; research is evident in background information

2

Format is correct/consistent; information is blocked out neatly; jobs/achievements are included; research is evident in some of background information

1

Format is incorrect/inconsistent; information is not blocked out neatly; sparse background information

Presentation

4

Maintains clear focus on topic; opening and closing included; elaborates details to support main ideas; uses varied sentence structure and word choice; attends to audience through eye contact/gestures; speaks audibly with expression; uses pacing and intonation effectively

OR PRESENTATION QUALITY WAS A 3, BUT INCLUDED STRONG USE OF VISUALS!

3

Conveys central idea/topic; some elaboration on main ideas; opening and closing included; may use varied sentence structure/word choice; attends to audience through eye contact/gestures; speaks audibly with expression; attempts to use pacing/intonation

2

Attempts to focus on a central idea or topic; lists related details without elaboration; may have an opening or closing; has little varied sentence structure/word choice; shows some awareness of audience through eye contact/gestures; speaks too softly or loudly with little or no evidence of expression, pacing or intonation

1

Little or no focus on central idea or topic; offers insufficient or unrelated details; may have an opening or closing; little or no varied sentence structure/word choice; exhibits little awareness of audience; speaks too softly or loudly with little or no evidence of expression, pacing or intonation

Interview

1

Answered the question fluently and with poise

0

Response was ineffective or inappropriate

Appearance

1

Dressed in character or in best attire

0

No effort to dress for an interview

TOTAL POINTS:

GRADE EQUIVALENT:

ADDITIONAL COMMENTS