Résumé / cover letter / CV / SOP project

**key:**  — weak  ✔ satisfactory / okay  + good

### Cover letter
- Clear, appropriate introductory paragraph; interesting; good self-intro
- Explains well why you want to apply for the particular job & company / school
- Shows familiarity with company / school
- Persuasive explanation of abilities, strengths
- Self-description of strengths, experience, or background that is distinctive, compelling, specific, unique, and interesting – not general descriptions that anyone could write
- Persuasive explanation of why you’d be a valuable employee, and your future potential
- Good discussion of your educational, work, or other relevant background
- Good conclusion
- Appropriate length, detail, amount of content
- other:

### Resumé or CV
- Good, clear, professional looking format; visually well organized
- Sufficient detail of educational & work history
- Indicates good background and qualifications
- Other sections are clear, seem appropriate, and convey good information about you
- Appropriate length, detail, amount of content
- other:

### SOP
- Clear, appropriate introductory paragraph
- Effective and interesting self-intro
- Explains well why you want to apply for the particular department & school
- Good discussion of your educational, work, or other relevant background
- Persuasive explanation of abilities, strengths, and why you would be a promising grad student
- Self-description of strengths, experience, or background that is distinctive, compelling, specific, unique, and interesting – not general descriptions that anyone could write
- Persuasive explanation of why you’d be a valuable employee, and your future potential
- Shows familiarity with dept. & school
- Good conclusion
- Appropriate length, detail, amount of content
- other:

### Grade

### Results (i.e., the brutal reality)

<table>
<thead>
<tr>
<th>job application:</th>
<th>grad school or other application:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Congratulations, you’re hired.</td>
<td>☐ Accept with scholarship or assistantship</td>
</tr>
<tr>
<td>☐ Can you come for a second interview?</td>
<td>☐ Accept</td>
</tr>
<tr>
<td>☐ We might hire you – we’ll think about it and get back to you.</td>
<td>☐ Provisional acceptance – if a few students that we’ve accepted decide not to come</td>
</tr>
<tr>
<td>☐ You’re not quite what we want, but we think you might be well suited for another division, and we’ll forward your materials to them.</td>
<td>☐ No openings now – may you can reapply next year</td>
</tr>
<tr>
<td>☐ Sorry, no openings now, but you look like a nice person, and we’ll keep your application on file.</td>
<td>☐ Reject</td>
</tr>
<tr>
<td>☐ Sorry, but you’re not what we’re looking for now.</td>
<td>☐ You’re kidding, right?</td>
</tr>
<tr>
<td>☐ We don’t have any openings for the position that you applied for, but we do need to hire some cleaning and maintenance staff; interested?</td>
<td></td>
</tr>
<tr>
<td>☐ You’re kidding, right?</td>
<td></td>
</tr>
</tbody>
</table>