

Name _____

Checklist for Career Essay

FORMAT

- 10 pts Every Day Late
- 10 pts Not Typed
- 5 pts No Cover Page
- 15 pts No Bibliography

CONTENT

- _____ What you want to be
 - _____ Why career would be good for you
 - _____ Education and training
 - _____ Description of daily duties
 - _____ Advancement possibilities
 - _____ Employment opportunities
 - _____ Salary expectations
 - _____ Documented resources
- (-5 pts each missing)

CORRECTNESS

- 5 pts Misspelled words in excess
- 5 pts Punctuation errors in excess
- 5 pts Capitalization errors in excess
- 10 pts Paragraphs lacking or inappropriate

DONENESS

- _____ Thorough _____ Average
- _____ Skimpy _____ Inadequate

COMMENTS: _____

FINAL GRADE _____