

Word Lesson**3****Challenge Yourself Project
9 Identify Job Candidates****R**

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Created a letter identifying the five candidates			
Stated the name, title, and years of experience for each candidate			
Created a Building Block of the company name and trademark			
Included your address and recipient's address			
Inserted current date into the letter			
Formatted the memo correctly			
Proofread and checked spelling			
Saved your document as w3rev-[your first initial and last name]9			