

Cover Letter Rubric

CRITERIA	EXCELLENT	GOOD	SATISFACTORY	MINIMUM	SCORE & COMMENTS
PRESENTATION/ FORMAT	<ul style="list-style-type: none"> ■ Typed/computer generated ■ Visually appealing ■ Business letter format consistently used ■ Business-like font, 10-12 point size used 	<ul style="list-style-type: none"> ■ Typed/computer generated ■ Clean and neat ■ Business letter format ■ Business-like font, 10-12 point size used 	<ul style="list-style-type: none"> ■ Typed/computer generated ■ Clean and neat ■ Business letter format ■ Inappropriate font or point size 	<ul style="list-style-type: none"> ■ Typed/computer generated, faint or smudged ■ Business letter format not used ■ Inappropriate font and point size 	
Ranking Points	9-10	7-8	7-8	0-4	
CONTENT – INTRODUCTION	<ul style="list-style-type: none"> ■ Includes proper salutation ■ Opening paragraph establishes a purpose and details position applying for 	<ul style="list-style-type: none"> ■ Includes proper salutation ■ Opening paragraph establishes a purpose and states position applying for 	<ul style="list-style-type: none"> ■ Includes salutation ■ Opening paragraph states position applying for 	<ul style="list-style-type: none"> ■ Salutation missing for improper ■ Does not state position applying for 	
Ranking Points	9-10	7-8	7-8	0-4	
CONTENT – MAIN BODY	<ul style="list-style-type: none"> ■ Elaborates on skills for position ■ Explains how he/she will be valuable to company ■ Qualifications highlight education, experience, and training 	<ul style="list-style-type: none"> ■ Skills relate to position ■ Explains how he/she will be valuable to company ■ Mentions education, experience and training 	<ul style="list-style-type: none"> ■ Skills relate to position ■ Mentions education, experience and training 	<ul style="list-style-type: none"> ■ Skills do not relate to position ■ Does not mention education, or experience, or training 	
Ranking Points	9-10	7-8	7-8	0-4	
CONTENT – CLOSING	<ul style="list-style-type: none"> ■ Includes well-written statement of appreciation ■ Request for interview with specific contact details ■ Mentions resume 	<ul style="list-style-type: none"> ■ Includes statement of appreciation ■ Request for interview with contact details ■ Mentions resume 	<ul style="list-style-type: none"> ■ Includes statement of appreciation ■ Request for interview with contact details ■ No mention of resume 	<ul style="list-style-type: none"> ■ No statement of appreciation ■ Closure does not include request for interview ■ No mention of resume or contact details 	
Ranking Points	9-10	7-8	7-8	0-4	
SPELLING & GRAMMAR	<ul style="list-style-type: none"> ■ No spelling errors ■ No grammar errors 	<ul style="list-style-type: none"> ■ 1-2 spelling errors ■ 1-2 grammar errors 	<ul style="list-style-type: none"> ■ 3-4 spelling errors ■ 3-4 grammar errors 	<ul style="list-style-type: none"> ■ 5-6 spelling errors ■ 5-6 grammar errors 	
Ranking Points	9-10	7-8	7-8	0-4	
					TOTAL SCORE:

Comments: _____
