Student's Name

Cover Letter Rubric

PRESENTATION/ FORMATVisually appealing Business letter format consistently used Business-like font, 10-12 point size used• Clear Busin Busin point Business-like font, 10-12 point size usedRanking Points9-10CONTENT - INTRODUCTION• Includes proper salutation • Opening paragraph estabilishes a purpose and details position applying for• Includes • Skill • Explains how he/she will be valuable to company • Qualifications highlight education, experience, and training• Skill • Skill • Explains how he/she will be valuable to company • Mer explains how he/she will be valuable to company • Mer • Scotter in terview with specific contact details • Mer • Mer • Specific contact details • Mer • Mer • Mer • Mer • Section section • Mer • Mer<	//computer generated and neat ess letter format ess-like font, 10-12 size used 7-8 udes proper salutation ning paragraph blishes a purpose and es position applying 7-8 s relate to position	 Typed/computer generated Clean and neat Business letter format Inappropriate font or point size 7-8 Includes salutation Opening paragraph states position applying for 7-8 	 Typed/computer generated, faint or smudged Business letter format not used Inappropriate font and point size 0-4 Salutation missing for improper Does not state position applying for 0-4 	
CONTENT - INTRODUCTIONIncludes proper salutation Opening paragraph establishes a purpose and details position applying forIncludes ope esta stating forRanking Points9-10CONTENT - MAIN BODYElaborates on skills for position Explains how he/she will be valuable to company Qualifications highlight education, experience, and trainingSkill explanation explanation explained explanationRanking Points9-10Ranking Points9-10Ranking Points9-10Ranking Points9-10Ranking Points9-10Ranking Points9-10Ranking Points9-10	ides proper salutation ning paragraph blishes a purpose and es position applying 7-8	 Includes salutation Opening paragraph states position applying for 	 Salutation missing for improper Does not state position applying for 	
CONTENT - INTRODUCTION• Opening paragraph establishes a purpose and details position applying for• Ope esta stati forRanking Points9-10CONTENT - MAIN BODY• Elaborates on skills for position • Explains how he/she will be valuable to company • Qualifications highlight education, experience, and training• Skill • Skill • Skill • Exp • Mer expRanking Points9-10CONTENT - CLOSING• Includes well-written 	ning paragraph blishes a purpose and es position applying 7-8	 Opening paragraph states position applying for 	improper ■ Does not state position applying for	
CONTENT – MAIN BODY Elaborates on skills for position Explains how he/she will be valuable to company Qualifications highlight education, experience, and training Mer P-10 Includes well-written statement of appreciation Request for interview with specific contact details Mentions resume Includes Mentions resume Mer 		7-8	0-4	
CONTENT - MAIN BODYExplains how he/she will be valuable to company Qualifications highlight education, experience, and trainingExplains how he/she will be valuable to company • Mer explains highlight education, experience, and trainingIncludes well-written statement of appreciation • Request for interview with specific contact details • MerCONTENT - CLOSING• Includes well-written statement of appreciation • Mertions resume• Inclu app • Request for interview with specific contact details • Mertions resume	s relate to position			
CONTENT - CLOSING Includes well-written statement of appreciation Request for interview with specific contact details Mentions resume Includes well-written statement of appreciation Request for interview with specific contact details Mentions resume Includes well-written statement of appreciation Request for interview with specific contact details Mentions resume Mentions resume Mentions resume Mentions Mentions	ains how he/she will aluable to company tions education, erience and training	 Skills relate to position Mentions education, experience and training 	 Skills do not relate to position Does not mention education, or experience, or training 	
CONTENT - CLOSINGstatement of appreciation Request for interview with specific contact details Mentions resumeapp Request contact details Mentions resumeRanking Points9-10	7-8	7-8	0-4	
	udes statement of reciation uest for interview with act details tions resume	 Includes statement of appreciation Request for interview with contact details No mention of resume 	 No statement of appreciation Closure does not include request for interview No mention of resume or contact details 	
		7-8	0-4	
SPELLING & GRAMMARNo spelling errors1-2No grammar errors1-2	7-8		 5-6 spelling errors 5-6 grammar errors 	
Ranking Points 9-10	7-8 spelling errors grammar errors	 3-4 spelling errors 3-4 grammar errors 		

Comments: _____