Career Development 2201 Cover Letter Rubric

Contact information section

|  |  |  |
| --- | --- | --- |
| Name  | /1 | /4 |
| Address  | /1 |
| Phone | /1 |
| Email | /1 |

Date

|  |  |  |
| --- | --- | --- |
| 2 spaces | /1 | /3 |
| Date | /1 |
| 2 spaces | /1 |  |

Employer Information

|  |  |  |
| --- | --- | --- |
| Name of Interviewer | /2 | /5 |
| Title of Interviewer | /1 |
| Name of Company | /1 |
| Address of Company | /1 |

Salutation

|  |  |  |
| --- | --- | --- |
| 2 spaces  | /1 | /5 |
| Dear name of Interviewer | /4 |
| one space |  |

Introductory paragraph

|  |  |
| --- | --- |
| I am applying for (name of job).  |  |
| Best reason why you should be hired. |  |
| One space |  |

**Body of Cover Letter**

|  |  |  |
| --- | --- | --- |
| 5 most important aspects of job | /5 | /20 |
| Sentence structure | /5 |
| Supporting evidence to back up claim | /10 |

**Concluding Paragraph**

|  |  |  |
| --- | --- | --- |
| **1 space** |  | /2 |
| Appreciation sentence | /1 |
| Contact sentence | /1 |

**Signature Section**

|  |  |  |
| --- | --- | --- |
| 2 spaces | /1 | /5 |
| Sincerely/Yours Truly | /1 |
| 4 Spaces  | /1 |
| Signature | /1 |
| Printed Name | /1 |

**General Requirements**

|  |  |  |
| --- | --- | --- |
| Sentences and paragraphs are complete, well-constructed and of varied structure | /6 | /18 |
| Writer makes no errors in grammar or spelling | /6 |
| Ideas were expressed in a clear and organized fashion.  | /6 |

|  |  |
| --- | --- |
| Your Mark | /60 |