Name: Date: Hour:

**Cover Letter Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **EXCELLENT** | **GOOD** | **SATISFACORY** | **MINIMUM** | **SCORE & COMMENTS** |
| **PRESENTATION/**  **FORMAT** | * Typed/computer generated * Visually appealing Business letter format consistently used * Business-like font, 10–12-point size used | * Typed/computer generated Clean and neat * Business letter format * Business-like font, 10–12-point size used | * Typed/computer generated * Clean and neat * Business letter format * Inappropriate font or point size | * Typed/computer generated, faint or smudged * Business letter format not used * Inappropriate font and point size |  |
|  | **5** | **4** | **3** | **2** |  |
| **INTRODUCTION** | * Includes proper salutation * Opening paragraph establishes a purpose and details position applying for | * Includes proper salutation * Opening paragraph establishes a purpose and states position applying for | * Includes salutation * Opening paragraph states position applying for | * Salutation missing for improper * Does not state position applying for |  |
|  | **5** | **4** | **3** | **2** |  |
| **MAIN BODY** | * Elaborates on skills for position * Explains how he/she will be valuable to company * Qualifications highlight education, experience, and training | * Skills relate to position * Explains how he/she will be valuable to company * Mentions education, experience, 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 |  |
|  | **5** | **4** | **3** | **2** |  |
| **CLOSING** | * Includes well-written statement of appreciation * Request for interview with specific contact details * Mentions resume | * Includes statement of appreciation * Request for interview with contact details * Mentions 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 |  |
|  | **5** | **4** | **3** | **2** |  |
| **SPELLING &**  **GRAMMAR** | * No spelling errors * No grammar errors | * 1-2 spelling errors * 1-2 grammar errors | * 3-4 spelling errors * 3-4 grammar errors | * 5-6 spelling errors * 5-6 grammar errors |  |

Total Score: \_\_\_\_\_\_\_\_\_\_\_\_/25