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