

TCO 341 Cover Letter Grading Rubric

Student: _____

| Points (50) | Elements of Review | |
|-------------|-------------------------|--|
| (5) | Opening/Intro | <ul style="list-style-type: none"> The opening paragraph contains the following elements: <ol style="list-style-type: none"> Position writer is interested in? Where writer found out about the position? Statement that writer wishes to be considered for that position? A forecast of the rest of the letter? |
| (10) | Education | <ul style="list-style-type: none"> The education paragraph highlights those aspects of the writer's educational background that are directly related to the job requirements. The paragraph begins with a topic sentence that forecasts the main idea of the paragraph. |
| (10) | Work Experience | <ul style="list-style-type: none"> Paragraph elaborates on the writer's directly related employment experience. Paragraph begins with a topic sentence that forecasts the main idea of the paragraph. |
| (10) | Conclusion | <ul style="list-style-type: none"> The concluding paragraph requests an interview, contains phone number and email address, and references attached resume. |
| (5) | Format | <ul style="list-style-type: none"> The format is attractive, using white space effectively to highlight important information. The cover letter and resume match in format, looking like a planned "job package". |
| (10) | Grammar and punctuation | <ul style="list-style-type: none"> Follows conventional standards No spelling errors No grammatical errors Word processing mechanics are perfect |

Comments