

## TCO 341 Cover Letter Grading Rubric

Student: \_\_\_\_\_

Points (50)	Elements of Review	
(8)	Opening/Intro	<ul style="list-style-type: none"> <li>• The opening paragraph contains the following elements:               <ol style="list-style-type: none"> <li>1. Position writer is interested in?</li> <li>2. Where writer found out about the position?</li> <li>3. Statement that writer wishes to be considered for that position?</li> <li>4. A forecast of the rest of the letter?</li> </ol> </li> </ul>
(8)	Education	<ul style="list-style-type: none"> <li>• The education paragraph highlights those aspects of the writer's educational background that are directly related to the job requirements.</li> <li>• The paragraph begins with a topic sentence that forecasts the main idea of the paragraph.</li> </ul>
(8)	Work Experience	<ul style="list-style-type: none"> <li>• Paragraph elaborates on the writer's directly related employment experience.</li> <li>• Paragraph begins with a topic sentence that forecasts the main idea of the paragraph.</li> </ul>
(8)	Conclusion	<ul style="list-style-type: none"> <li>• The concluding paragraph requests an interview, contains phone number and email address, and references attached resume.</li> </ul>
(10)	Format	<ul style="list-style-type: none"> <li>• The format is attractive, using white space effectively to highlight important information.</li> <li>• The cover letter and resume match in format, looking like a planned "job package".</li> </ul>
(8)	Grammar and punctuation	<ul style="list-style-type: none"> <li>• Follows conventional standards</li> <li>• No spelling errors</li> <li>• No grammatical errors</li> <li>• Word processing mechanics are perfect</li> </ul>

Comments