

Cover Letter Rubric

CRITERIA	EXCELLENT	GOOD	SATISFACTORY	MINIMUM	SCORE & COMMENTS
PRESENTATION/ FORMAT	<ul style="list-style-type: none"> ▪ Typed/computer generated ▪ Visually appealing ▪ Business letter format consistently used ▪ Business-like font, 10-12 point size used 	<ul style="list-style-type: none"> ▪ Typed/computer generated ▪ Clean and neat ▪ Business letter format ▪ Business-like font, 10-12 point size used 	<ul style="list-style-type: none"> ▪ Typed/computer generated ▪ Clean and neat ▪ Business letter format ▪ Inappropriate font or point size 	<ul style="list-style-type: none"> ▪ Typed/computer generated, faint or smudged ▪ Business letter format not used ▪ Inappropriate font and point size 	
Ranking Points	10	9	8	7	
CONTENT – INTRODUCTION	<ul style="list-style-type: none"> ▪ Includes proper salutation ▪ Opening paragraph establishes a purpose and details position applying for 	<ul style="list-style-type: none"> ▪ Includes proper salutation ▪ Opening paragraph establishes a purpose and states position applying for 	<ul style="list-style-type: none"> ▪ Includes salutation ▪ Opening paragraph states position applying for 	<ul style="list-style-type: none"> ▪ Salutation missing for improper ▪ Does not state position applying for 	
Ranking Points	10	8	7	6	
CONTENT – MAIN BODY	<ul style="list-style-type: none"> ▪ Elaborates on skills for position ▪ Explains how he/she will be valuable to company ▪ Qualifications highlight education, experience, and training 	<ul style="list-style-type: none"> ▪ Skills relate to position ▪ Explains how he/she will be valuable to company ▪ Mentions education, experience and training 	<ul style="list-style-type: none"> ▪ Skills relate to position ▪ Mentions education, experience and training 	<ul style="list-style-type: none"> ▪ Skills do not relate to position ▪ Does not mention education, or experience, or training 	
Ranking Points	10	9	8	6	
CONTENT – CLOSING	<ul style="list-style-type: none"> ▪ Includes well-written statement of appreciation ▪ Request for interview with specific contact details ▪ Mentions resume 	<ul style="list-style-type: none"> ▪ Includes statement of appreciation ▪ Request for interview with contact details ▪ Mentions resume 	<ul style="list-style-type: none"> ▪ Includes statement of appreciation ▪ Request for interview with contact details ▪ No mention of resume 	<ul style="list-style-type: none"> ▪ No statement of appreciation ▪ Closure does not include request for interview ▪ No mention of resume or contact details 	
Ranking Points	10	8	7	6	
SPELLING & GRAMMAR	<ul style="list-style-type: none"> ▪ No spelling errors ▪ No grammar errors 	<ul style="list-style-type: none"> ▪ 1-2 spelling errors ▪ 1-2 grammar errors 	<ul style="list-style-type: none"> ▪ 3-4 spelling errors ▪ 3-4 grammar errors 	<ul style="list-style-type: none"> ▪ 5-6 spelling errors ▪ 5-6 grammar errors 	
Ranking Points	10	8	6	5	

Teacher Note: Ranking Points may vary according to your grading system

TOTAL SCORE:

Comments: _____
