





Cover Letters Grading Rubric

	Exemplary – 3	Satisfactory – 2	Unsatisfactory – 1	Rating
Opening Paragraph	The opening paragraph arouses the interest of the employer by stating why you are interested in the organization, names the specific job applied for and states where you heard of the job.	The opening paragraph is poorly written or is missing one of the required elements: why you are interested, specific job, where you heard of the job.	The opening paragraph is poorly written and is missing more than one of the required elements.	
Middle Paragraph	The middle paragraph is neatly written and creates a desire for an employer to know more about you. It emphasizes the resume pointing out achievements and qualifications that meet the job description.	The middle paragraph is poorly written and does not create a desire for the employer to know more about the student or does not emphasize the resume.	The middle paragraph is poorly written and does not make the employer want to meet the individual, emphasize the resume and does not refer to the job description.	
Closing Paragraph	The closing paragraph paves the way for an interview by offering to call in the future.	The closing paragraph leaves the employer unsure if the applicant would like an interview or does not offer to call in the future.	There is no closing paragraph.	
Layout	The letter is organized. It includes all of the required components in the correct order with the correct spacing between elements.	The letter is missing 1 of the required elements or the component are not in the correct order.	There is no apparent organization to the letter. It is missing multiple components.	
Writing Skills	Sentences are fluent and effective. Very few errors in mechanics, punctuation, and word usage.	Sentences are usually controlled. There are minor errors in mechanics, punctuation, and word usage.	Sentences are generally adequate. There are lapses in mechanics, punctuation, and grammar.	
Format	Letter meets 100% of the formatting requirements.	Letter does not include one of the formatting requirements.	The letter is missing more than one of the formatting requirements.	
		Total Rating		/18
		Final Score		/18

Formatting Requirements-

-  One page in length
-  Printed on white or off white bond paper
-  10-12 font size
-  Letter is signed