

# Wentworth

## Co-ops & Careers

### Cover Letter Rubric

	Cover letter should get you the interview. This is an <u>excellent</u> letter.	Cover letter could land you an interview. This is an <u>average</u> letter (borderline case.)	Cover letter <u>needs significant improvement</u> and would be discarded during screening
<b>Business format and overall quality of writing ability</b>	This letter uses correct business format with date and addresses at the top, and a signature at the bottom.	This letter uses correct business format, but address is incomplete at the top, and no signature at the bottom.	Business formatting is not used in this letter. There is no address or date at the top. This letter is not signed.
<b>Overall quality of writing ability</b>	There are no spelling errors. This letter is clear and concise, and grammatically correct.	There are minimal grammar and spelling errors. The content of the letter could be improved.	There are multiple grammar and spelling errors. The content of this letter does not make sense.
<b>Position Interest</b>	This letter explains why you are interested in the position and this type of job, company, and/or location in the first section.	You vaguely describe why you are interested in this job and it is hidden in the middle or last section.	You do not say why you are interested.
<b>Section 1: Position Information</b>	This section identifies the position you are applying for, and you have described how you heard about the opening	This section identifies the position you are seeking but does not describe how you heard about the opening.	This section does not clearly identify what position you are seeking and no description of how you heard about it.
<b>Section 2: Identification of skills and experiences as related to position</b>	This letter identifies one or two of your strongest qualifications and clearly relates how these skills apply to the job at hand.	This letter identifies one of your qualifications, but it is barely related to the position and restates what is on your resume with minimal added information.	This letter does not discuss any relevant qualifications. You have not related your skills to the position for which you are applying.
<b>Section 3: Thank the Reader</b>	This letter thanks the reader for taking the time to read this letter.	You thank the reader for taking time to read this letter.	This letter does not thank the reader for taking time to review this letter.
<b>Section 3: Enclosed Documents</b>	This letter refers the reader to your resume or any other enclosed documents.	You do not refer the reader to your resume or application materials.	There is no reference to a resume or other materials.
<b>Section 3: Plan for Follow up</b>	You are assertive as you describe how you will follow up with the employer in a stated period of time.	This letter assumes that the employer will contact you to follow up.	This letter does not mention any plan for follow up.

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