

Cover Letter Rubric

Name: _____ Date: _____

Criteria	Level 1	Level 2	Level 3	Level 4
KNOWLEDGE	The Letter...			
Format	▸ follows little of the guidelines and format for a cover letter (i.e. contact name, address, date, greeting, three main paragraphs, signature)	▸ follows some of the guidelines and format for a cover letter (i.e. contact name, address, date, greeting, three main paragraphs, signature)	▸ follows most of the guidelines and format for a cover letter (i.e. contact name, address, date, greeting, three main paragraphs, signature)	▸ follows all of the guidelines and format for a cover letter (i.e. contact name, address, date, greeting, three main paragraphs, signature)
COMMUNICATION	The Letter...			
Neatness	▸ was not neatly handwritten	▸ was neatly handwritten some of the time	▸ was neatly handwritten most of the time	▸ was neatly handwritten all of the time
Errors	▸ contained many spelling & grammar errors	▸ contained some spelling & grammar errors	▸ contained very few spelling & grammar errors	▸ contained no spelling & grammar errors
Content	▸ identifies the position you are applying for and relates your skills with limited clarity	▸ identifies the position you are applying for and relates your skills with some clarity	▸ identifies the position you are applying for and relates your skills with considerable clarity	▸ identifies the position you are applying for and relates your skills with a high degree of clarity

Created by Antony Caruso

Teacher Signature

Parent Signature

<p>Most Consistent LEVEL: _____ %</p>
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