

## Cover Letter Rubric

Categories	Level 1 (0-5)	Level 2 (6)	Level 3 (7)	Level 4 (8,9,10)
<b>Knowledge/ Understanding</b> <ul style="list-style-type: none"> <li>Personal information</li> </ul> <b>1 paragraph - introduce yourself and purpose</b> <b>2 paragraph - Sell yourself</b> <b>3 paragraph - Request interview and say thank you</b>	Demonstrates a limited understanding of cover letter writing. Includes key components with limited required information.	Demonstrates some understanding of cover letter writing. Includes key components with some required information.	Demonstrates considerable understanding of cover letter writing. Includes key components with most required information.	Demonstrates a high degree of understanding of cover letter writing. Includes key components with all required information.
<b>Thinking/ Inquiry</b> -links key skills, experience, and education to position desired	Makes limited connections between skills, experience and education and position desired.	Makes some connections between skills, experience and education and position desired.	Makes considerable connections between skills, experience and education and position desired.	Makes thorough connections between skills, experience and education and position desired.
<b>Application</b> -follows spacing rules -balances white space -formal, readable font	Creates a layout and design that is limited in its effectiveness.	Creates a somewhat effective layout and design.	Creates a considerably effective layout and design.	Creates a highly effective layout and design.
<b>Communication</b> -edited for spelling and grammar -effective use of language creates polite and professional tone	Uses language with limited accuracy. Uses language with limited effectiveness to create appropriate tone.	Uses language with some accuracy. Uses language with some effectiveness to create appropriate tone.	Uses language with considerable accuracy. Uses language with considerable effectiveness to create appropriate tone.	Uses language with a high degree of accuracy. Uses language with a high degree of effectiveness to create appropriate tone.