

## Follow Up Letter

**Excellent  
5 pts**

**Good  
3 pts**

**Fair  
2 pts**

**Poor  
0 pts**

**Content and information**

Excellent

Good

Fair

Poor

Follow Up letter must include a thank you to the recipient and reiterate that you are best for the position, includes intro and conclusion

letter is missing 2 or more categories of information

letter is missing 3 or more categories of information

letter is missing 4 or more categories of information

**Format**

Excellent

Good

Fair

Poor

Margin is flush and clean  
Proper formatting for cover letter.

Does not follow clear and concise format.

Does not follow clear and concise format and is poorly written.

Does not follow proper format

**Spelling/Grammar**

Excellent

Good

Fair

Poor

Assignment is complete and without any errors.

Assignment is complete and has only five or six errors.

Assignment is complete but has many errors.

Assignment not complete

**Attractiveness**

Excellent

Good

Fair

Poor

Text fonts & sizes are well chosen, exceptionally attractive, neat work.

Some effort to make text fonts and sizes readable, attractive, however, it is difficult to read, distracting, unattractive format, or not neat.

Text fonts are difficult to read, or distracting and unattractive.

Unable to read/Incomplete