

# COVER LETTER Evaluation

Name:

All elements below must be included. For every item NOT checked off, a deduction of 1 mark will be applied.  
A cover letter including all items listed could result in a 90% grade. An exceptionally well written cover letter will result in a higher grade.

STUDENT EVALUATION	TEACHER EVALUATION																		
<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your Name at Top (should match the look of your resume)</li> <li><input type="checkbox"/> Name &amp; Address of who it is being sent to at top</li> <li><input type="checkbox"/> Current date, including year</li> <li><input type="checkbox"/> No Spelling/Grammar mistakes</li> </ul> <p><b>FIRST PARAGRAPH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1-3 Sentences</li> <li><input type="checkbox"/> Explains job you're applying for</li> <li><input type="checkbox"/> Explains how you heard about the job</li> </ul> <p><b>SECOND PARAGRAPH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4-8 Sentences</li> <li><input type="checkbox"/> Why should they hire you (brag!)</li> <li><input type="checkbox"/> Lists skills &amp; experiences</li> <li><input type="checkbox"/> Relates directly to information on your resume</li> </ul> <p><b>THIRD PARAGRAPH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1-3 Sentences</li> <li><input type="checkbox"/> Thank the reader for their time</li> <li><input type="checkbox"/> Explain how you can be reached</li> </ul> <p><b>CLOSING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Includes a closing salutation (eg. "Sincerely")</li> <li><input type="checkbox"/> Your Full Name Printed</li> <li><input type="checkbox"/> Your signature ABOVE printed name</li> </ul>	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your Name at Top (should match the look of your resume)</li> <li><input type="checkbox"/> Name &amp; Address of who it is being sent to at top</li> <li><input type="checkbox"/> Current date, including year</li> <li><input type="checkbox"/> No Spelling/Grammar mistakes</li> </ul> <p><b>FIRST PARAGRAPH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1-3 Sentences</li> <li><input type="checkbox"/> Explains job you're applying for</li> <li><input type="checkbox"/> Explains how you heard about the job</li> </ul> <p><b>SECOND PARAGRAPH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4-8 Sentences</li> <li><input type="checkbox"/> Why should they hire you (brag!)</li> <li><input type="checkbox"/> Lists skills &amp; experiences</li> <li><input type="checkbox"/> Relates directly to information on your resume</li> </ul> <p><b>THIRD PARAGRAPH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1-3 Sentences</li> <li><input type="checkbox"/> Thank the reader for their time</li> <li><input type="checkbox"/> Explain how you can be reached</li> </ul> <p><b>CLOSING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Includes a closing salutation (eg. "Sincerely")</li> <li><input type="checkbox"/> Your Full Name Printed</li> <li><input type="checkbox"/> Your signature ABOVE printed name</li> </ul>																		
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Comments: