

Student Name _____

Course Requirement _____ Faculty Member _____

Cover Letter Rubric

FORMAT

- Student contact information provided.
- Employer contact information provided.
- Business letter format used (block style paragraphs).
- No spelling or grammatical errors.

Points Possible	Points Earned	Comments
1		
1		
1		
1		
4		TOTAL

INTRODUCTION PARAGRAPH

- Letter is addressed to specific person (not "To Whom it May Concern").
- The position applying for is identified.
- How the position was found is identified.
- It is clear why this person is applying for this position.

Points Possible	Points Earned	Comments
1		
1		
1		
1		
4		TOTAL

BODY PARAGRAPH(S)

- A qualification or skill from the job posting is addressed.
- A specific example from past experience supports above skill.
- A second qualification or skill from the job posting is addressed.
- A specific example from past experience supports above skill.

Points Possible	Points Earned	Comments
1		
1		
1		
1		
4		TOTAL

Cover Letter Rubric

CLOSING PARAGRAPH

The employer is thanked for his/her consideration.

Interest in the position and/or company restated.

Student contact information is restated.

The letter is signed with a professional closure (“Sincerely”, “Thank you”, etc.).

Points Possible	Points Earned	Comments
1		
1		
1		
1		
4		TOTAL

Circle the total scores from each section.

SUMMARY	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	
			2	1
Format	4	3	2	1
Intro	4	3	2	1
Body	4	3	2	1
Closing	4	3	2	1

Are you in the process of applying for a job or internship? The career counselors in the Office of Career Planning are available to assist you! Book an appointment with OCP online at mcocp.youcanbook.me, by calling 919-760-8341, or by stopping by the OCP office located on 2nd Park Center.