

Group Edit and Review of Applicant Cover Letters

Applicant's Name:	Well Done	OK	Needs Work	Comments
To, Subject and Greeting - Email is addressed to appropriate person - Subject references job - Greeting addresses the person being written				
First Paragraph The sender explains reason for the email, job applying for and how the sender heard about the job				
Introduction - The sender introduces him/herself - The sender introduces why he/she is applying for the job				
Short Personal Statement The cover letter includes a short personal statement telling about him/herself (education, background, goals, etc.)				
Experience and Skills The sender mentions his/her skills, experience, and/or activities and how it applies to the position				
Final Paragraph The sender politely asks for an interview				
Conclusion - The sender says thank you - A closing greeting is included - The sender's name and/or signature is included				
Contact Information The sender's contact information is listed or the sender advises where to find his/her contact information				
Format and Sequence - The cover letter follows the correct sequence - The cover letter follows appropriate letter and paragraph format				
General Errors Minimal grammar, spelling and punctuation mistakes.				