

Name: _____

Freshman English 2
Final: Writing – Cover Letter

1 0.5 0	To, Subject and Greeting - Email is addressed to appropriate person - Subject references job - Greeting addresses the person being written
1 0.5 0	First Paragraph The sender explains reason for the email, job applying for and how the sender heard about the job
1 0.5 0	Introduction - The sender introduces him/herself - The sender introduces why he/she is applying for the job
1 0.5 0	Short Personal Statement The cover letter includes a short personal statement telling about him/herself (education, background, goals, etc.)
1 0.5 0	Experience and Skills The sender mentions his/her skills, experience, and/or activities and how it applies to the position
1 0	Final Paragraph The sender politely asks for an interview
1 0.5 0	Conclusion - The sender says thank you - A closing greeting is included - The sender's name and/or signature is included
1 0	Contact Information The sender's contact information is listed or the sender advises where to find his/her contact information
1 0.5 0	Format and Sequence - The cover letter follows the correct sequence - The cover letter follows appropriate letter and paragraph format
1 0.5 0	General Errors Minimal grammar, spelling and punctuation mistakes.
	Total Points