**Cover Letter Rubric and Guidelines**

**Grading**

The following information is how the cover letter will be assessed.

* *Format – 25 points*
  + format includes the structure and organization or the cover letter as well as spelling, grammar, and punctuation.
* *Content – 70 points*
  + The details; this is where you elaborate and go in depth in regard to your skills (hard skills/soft skills).
    - Remember – “blanks” in place of certain information (employer, the actual position, etc.) are acceptable for certain aspects of the letter (as discussed in class). Feel free to include hypothetical information as well.
* *Signature – 5 points*
  + You must sign the document; don’t forget to type your full name below your signature as well.

**Guidelines**

The following information is what should be included in the cover letter.

* *Date*
* *Contact/hiring manager info (block format - you can type exactly what you see below)*

DATE

Contact Name

Employer

Address

* Salutation - “Dear Prospective Employer,” or “Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,”
* Paragraph #1: how you were referred, interest in the position
* Paragraph #2: educational background, relevant trainings, etc.
* Paragraph #3: your qualifications for the job, why you’re an excellent candidate (hard and soft skills)
* Paragraph #4: include your plans to follow-up, a thank you for their time
* Closing - “Sincerely” (your signature) and typed name

NOTE: there may be blank spaces (\_\_\_\_\_\_\_\_) that you choose to include in your letter, especially in paragraphs 1 and 2. For example, in paragraph 1 when typing out how you were referred or heard of the open position, you might write, “I heard about the position of \_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_.”

**Editable Template**

Remember that there is an editable template that you can use to insert your information. This template is on my website under the “Assignments” tab.