

### Cover Letter

Your cover letters will be graded based on this rubric. Remember that the grades you receive for them will be averaged and count the same as one essay.

## Grading Standards

### **Format, Design, and Professionalism** [Writing down the Basics](#), p. 139-140 or [\(Video\)](#)

Is the letter turned in/uploaded in the correct format? (Word, doc/docx)	
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Is the letter laid out in a standard business format?	
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Is the letter <a href="#">centered vertically on the page</a> ? 	
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Is the font used a business-like font?	
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### **Content and Development** [Cover Letter Assignment](#)

Do you have the required 4 paragraphs?	
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Do you give a <i>specific</i> example of things you like about YOUR writing?	
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Do you ask for specific advice or feedback about the content of your essay?	
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Does your writing reflect thoughtful thinking about your writing in the essay presented?	
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<b>Style:</b> A professional voice with a <a href="#">conversational</a> tone and <a href="#">style</a> .	
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Does the style—voice, <a href="#">tone</a> , sentence style, and word choice—reflect the type of writing expected in this letter? Professional but friendly tone and approach.	
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<b>Clarity</b> <a href="#">Writing down the Basics</a> p. 8-41; Purdue OWL <a href="#">Grammar &amp; Mechanics</a> , <a href="#">Writing in Plain Style</a> , and <a href="#">Grammarly</a> <a href="#">(Video)</a>	
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Does the writing reflect grammatical and mechanical correctness expected at this level?	
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