**Cover Letter Workshop Form**

Make comments here on anything that needs work and/or that you especially like. If you say something is okay, make sure it is. For example, if there are not the four required paragraphs, don’t tell them that there are. What’s missing or what do they need to add in? Do you have any suggestions for that?

As you look at your classmate’s work, [review the instructions and samples so that you make sure you’re giving good advice](http://kelli.ninja/1301/coverletter/essaycoverletters.pdf).

Don’t forget to point out the good stuff! (I like this because…)

Put your comments in this chart—replace the instructions in blue and brackets in the right column. If you want to copy and paste it into the letter document because you put some comments on the letter, you can do that.

|  |  |
| --- | --- |
| **Comments by:**  | **[Your name here]** |
| **Comments for:** | **[Your classmate’s (letter writer) name here]** |
| **These are required elements in the assignment ↓** | **↓Put your comments and ideas here ↓** |
| **Format, Design, and Professionalism** [*Writing down the Basics*](https://kelli.ninja/Writing_down_the_Basics.pdf)*,* p. 139-140 or ([Video](https://youtu.be/n7UTItVrG-g)) |
| Is the letter laid out in standard business format?  | [Comment here] |
| Is the letter [centered vertically on the page](https://www.youtube.com/watch?v=n7UTItVrG-g&t=365s)?  | [Comment here] |
| Is the font used a business-like font? | [Comment here] |
| **Content and Development** [Cover Letter Assignment](http://kelli.ninja/1301/coverletter/essaycoverletters.pdf) |
| Does the letter have the required 4 paragraphs? | [Comment here] |
| Does the letter give a *specific* example of things you like about YOUR writing? | [Comment here] |
| Does the letter point out a specific area for advice or feedback? | [Comment here] |
| Does the letter reflect thoughtful thinking about the writing in the essay presented?  | [Comment here] |
| **Style** [*Writing down the Basics*](https://kelli.ninja/Writing_down_the_Basics.pdf)*,* p. 136, and [Grammarly](https://app.grammarly.com/) ([Video](https://youtu.be/IKYypauYe10)) |
| Does the style—voice, tone, sentence style, and word choice—reflect the type of writing expected in this letter? Professional but friendly tone and approach.  | [Comment here] |
| **ONCE YOU FINISH REVIEWING BOTH THE LETTER AND ESSAYRETURN YOUR COMMENTS TO YOUR PARTNER.**  |
| * Save the file with the cover letter author’s name and yours—something like this:
* Comments for Great Student from Great Classmate
* If I were a student, I’d name mine this: Comments for Classmates Name from Kelli Wood
* Return it to your classmate by Replying to their original post by the due date

**Use the feedback you’ve gotten:*** Look over the responses you got and my comments on your previous work to help as you turn in the final.
* Make sure to use Grammarly and go to the Writing Center!
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