


Cover Letter Workshop Form

Instructions

1. Read your letter out loud to your partner.
2. Discuss it and work on it together.

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?

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

Comments by:	
Comments for:	
These are required elements in the assignment ↓	↓ Jot down comments, notes, and ideas here so you don't forget later ↓
Format, Design, and Professionalism Writing down the Basics , p. 139-140 or (Video)	
Is the letter laid out in standard business format?	
Is the letter centered vertically on the page ? 	
Is the font used a business-like font?	
Content and Development Cover Letter Assignment	
Does the letter have the required 4 paragraphs?	
Does the letter give a <i>specific</i> example of things you like about YOUR writing?	
Does the letter point out a specific area for advice or feedback?	
Does the letter reflect thoughtful thinking about the writing in the essay presented?	
Style Writing down the Basics , p. 136, and Grammarly (Video)	
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.	
ONCE YOU FINISH REVIEWING BOTH THE LETTER AND ESSAY RETURN YOUR COMMENTS TO YOUR PARTNER.	
<ul style="list-style-type: none"> • Return it to your classmate and discuss. • Make sure you go home with the feedback for about your work. 	
Use the feedback you've gotten:	
<ul style="list-style-type: none"> • 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! 	