



Cover Letter Critique Rubric

Student OCID/Name _____

Major _____

FORMAT & PRESENTATION	Approved	Needs Improvement
A) Looks visually pleasing to the eye	<input type="checkbox"/>	<input type="checkbox"/>
B) Consistency and uniformity: Fonts, Spacing, Periods	<input type="checkbox"/>	<input type="checkbox"/>
C) Consistency and uniformity: Headlines, Dates, and Experiences	<input type="checkbox"/>	<input type="checkbox"/>
D) Paragraphs (at least 3)	<input type="checkbox"/>	<input type="checkbox"/>
E) Grammar (no spelling errors and no abbreviations)	<input type="checkbox"/>	<input type="checkbox"/>
F) Tenses: present tense for current, past tense for previous	<input type="checkbox"/>	<input type="checkbox"/>

Improvement Suggestions

HEADING	Approved	Needs Improvement
A) Your Name	<input type="checkbox"/>	<input type="checkbox"/>
B) Your Contact Information (phone number, professional email address)	<input type="checkbox"/>	<input type="checkbox"/>
C) Company Address and directed to the appropriate individual	<input type="checkbox"/>	<input type="checkbox"/>

Improvement Suggestions

SECTION 1: INTRODUCTION	Approved	Needs Improvement
A) Identify the position you are applying for	<input type="checkbox"/>	<input type="checkbox"/>
B) Describe how you were informed of the position	<input type="checkbox"/>	<input type="checkbox"/>
C) Explain why you are interested in the position	<input type="checkbox"/>	<input type="checkbox"/>
D) Infuse creativity to catch an employer's attention	<input type="checkbox"/>	<input type="checkbox"/>

Improvement Suggestions

SECTION 2: IDENTIFICATION OF SKILLS AND EXPERIENCES TO POSITION	Approved	Needs Improvement
A) Identify and expand upon experiences and skills you have that relate to the position	<input type="checkbox"/>	<input type="checkbox"/>
B) Connect your experiences to the job using key words highlighted in the job description (analyze, facilitate, customer service)	<input type="checkbox"/>	<input type="checkbox"/>

Improvement Suggestions

SECTION 3: CLOSING	Approved	Needs Improvement
A) Mention something unique to the company	<input type="checkbox"/>	<input type="checkbox"/>
B) Mention how you could benefit from being part of their team	<input type="checkbox"/>	<input type="checkbox"/>
C) Restate how you can be contacted (phone number and email)	<input type="checkbox"/>	<input type="checkbox"/>
D) Refer the reader to your resume for additional information	<input type="checkbox"/>	<input type="checkbox"/>
E) Thank the company for their time and welcome them to contact you with any questions	<input type="checkbox"/>	<input type="checkbox"/>
F) Signature	<input type="checkbox"/>	<input type="checkbox"/>

Improvement Suggestions