

## Handout 3.6: Covering Letter Evaluation Chart

Student Name: _____							
CRITERIA	Mark Value (I = Incomplete)						Comments
<b>1. READER'S FIRST IMPRESSION</b>							
<ul style="list-style-type: none"> <li>- quick glance</li> <li>- placement on page</li> <li>- no wrinkles, no smudges on paper</li> </ul>	I	1	2	3	4	5	
<b>2. COMPLETE INFORMATION AS REQUIRED</b>							
Your Personal Letterhead at top of page (copied from resumé) <ul style="list-style-type: none"> <li>- include your name, full address</li> <li>- contact numbers, current date</li> </ul>	I	1	2	3	4	5	
Paragraph 1 <ul style="list-style-type: none"> <li>- clearly state the reason you are writing</li> <li>- specify how you found out about this job</li> <li>- can include a creative approach to draw immediate interest</li> </ul>	I	1	2	3	4	5	
Paragraph 2 <ul style="list-style-type: none"> <li>- highlight your academic qualifications, skills, and abilities which match the job, with evidence from your life experience</li> <li>- state your interest in this position; be specific</li> </ul>	I	6	7	8	9	10	
Paragraph 3 <ul style="list-style-type: none"> <li>- request an interview and make it as easy as possible for you to be contacted by phone, email, etc.</li> <li>- thank the reader for his or her time and consideration in reading your letter</li> </ul>	I	1	2	3	4	5	
<b>3. FORMATTING AND DESIGN</b>							
<ul style="list-style-type: none"> <li>- spacing between letter parts and paragraphs</li> <li>- placement on page</li> <li>- font size, selection, and style</li> <li>- punctuation as required</li> <li>- your signature included</li> </ul>	I	1	2	3	4	5	
<b>4. ACCURACY</b>							
<ul style="list-style-type: none"> <li>- spelling of all names and words</li> <li>- grammar and sentence structure</li> <li>- complete names with titles</li> <li>- complete addresses with postal code</li> <li>- abbreviations properly noted</li> </ul>	I	1	2	3	4	5	
<b>TOTAL</b>						<b>/ 40 marks</b>	