

# Cover Letter Grading Rubric

Interviewee: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Appearance			
	3	2	1
Does the cover letter have an appropriate amount of white space?	1" margins and 50/50 text and white space.	.75 to 1.25" margins and almost 50/50 text and white space.	Margins are too big or small and little balance in text vs. white space.
Is the cover letter in the same format, same font, and include the same heading as the resume and references?	Exact match	Similar	Different
Content			
Is the letter addressed to a specific individual if possible?	Has a specific person's name.	Addresses to H.R.	Addressed, "To Whom it May concern:"
Does the first paragraph tell the reader the purpose of the letter?	States the purpose and position.	States the purpose or the position.	Does not state the purpose or the position.
Does the first paragraph make a bold statement about why the employer should choose the candidate?	Makes a bold statement.	Makes a semi-bold statement.	Does not make a bold statement.
Does the body explain why the candidate is qualified for the position?	Clearly describes relevant qualifications, skills, and experience.	Describes some relevant qualifications, skills, and experience.	Does not describe relevant qualifications, skills, and experience.
Does the cover letter highlight different qualifications than the resume?	Is not an exact match to the resume.	Has some of the same items as the resume.	Has several items the same as the resume.
Does the closing paragraph thank the employer for their time and consideration?	Sincere thank you.	Brief thank you.	No thank you.
Is the cover letter about the employer, not the candidate?	Limits use of I, me, and my. Conveys what the employer gets.	50/50 focus on employer and job seeker.	Focus is on job seeker and their needs only.
Does the candidate provide 3-4 relevant references	3-4 References that are relevant.	2 references that may be relevant.	Less than 2 references and/or not relevant.
Formatting, Grammar, and Spelling			
Is the letter free of grammar and spelling errors?	Zero errors	1-3 errors	More than 3 errors
Is the letter in business format?	Proper business format	1-3 differences	More than 3 differences
Are the paragraphs too lengthy or too short?	Paragraphs address proper information.	Paragraphs have too many points or too few.	Paragraphs are either 2-3 sentences or very large.
<b>Total Score</b>			

**COMMENTS:**