

COVER LETTER RUBRIC

VIP|CSL

Name: Mohit Sharma Academic Term: summer 2022

	Needs Improvement	Average	Effective
Worksheet <i>Attention to detail</i>	<input type="checkbox"/> Several sections not complete <input type="checkbox"/> Little to minimal effort taken Missing many skills in first section including a large list of transferable skills under the heading "... Successful Candidate"	<input type="checkbox"/> Most sections complete <input type="checkbox"/> Created 3 sentences for middle but not all are relevant Instructions not followed well, too hard to read and find the required information	<input type="checkbox"/> All sections complete <input type="checkbox"/> Created 3 sentences for middle that relate to the job description
Appearance <i>Consistent professional formatting</i>	<input type="checkbox"/> Not formatted consistently, multiple areas to improve <input type="checkbox"/> Missing some contact info or date <input type="checkbox"/> Letter is not addressed appropriately (informal, wrong prefix, spelling error)	<input type="checkbox"/> Formatting is mostly consistent <input type="checkbox"/> Contact info and date is not properly organized <input type="checkbox"/> Letter is not addressed to an individual (Dear Hiring Manager)	<input type="checkbox"/> Consistent professional-looking formatting <input type="checkbox"/> Contact info and dates are complete and organized well <input type="checkbox"/> Letter is addressed properly (Dear Susan Abel)
First Paragraph	<input type="checkbox"/> Self-focused , rather than focusing on the employer <input type="checkbox"/> Job title/ application number not indicated Can you edit this to focus on what you have to offer instead of what you would gain?	<input type="checkbox"/> Explains their interest but not in a unique way <input type="checkbox"/> Identifies job title/application number You can discuss your experience in more detail on your resume, be more concise in the first paragraph and simply explain your interest and how you are a good fit, what you can give to the role	<input type="checkbox"/> Demonstrates unique interest in the role <input type="checkbox"/> Identifies job title/application number and how job was found
Middle Paragraph(s) <i>Relevant skills Qualify or quantify skills</i>	<input type="checkbox"/> Skills/experience/knowledge are vague and common, are not relevant to the job posting <input type="checkbox"/> No examples/evidence provided to demonstrate skills or experience Should only be one middle paragraph. Use words to describe/quantify your success with your experience whenever possible. Simply saying you have "done DFT scan insertion" does not tell the reader you are good at it	<input type="checkbox"/> Skills/experience/knowledge are relevant but are not clearly linked to the job posting <input type="checkbox"/> Example or evidence provided to demonstrate one skill or experience Hard to follow because I don't understand the terminology but I think that you have plenty of relevant experience and perhaps are trying to say too much in one middle paragraph	<input type="checkbox"/> Skills/experience/knowledge are relevant and link clearly to the job <input type="checkbox"/> Multiple examples/evidence provided to demonstrate many skills or experience RTL and gate level simulations, DFT scan insertion, ATPG, waveform, digital IC, -
Closing Paragraph <i>Wrap-up Action</i>	<input type="checkbox"/> Does not thank the reader <input type="checkbox"/> Does not ask for an interview <input type="checkbox"/> Lacks closing salutation	<input type="checkbox"/> Includes thank you statement <input type="checkbox"/> Indicates that the candidate is seeking an interview, however not confidently (needs editing)	<input type="checkbox"/> Thanks the reader and answers any logistical questions <input type="checkbox"/> Indicates that the candidate is confidently seeking an interview, also indicates availability

		<input type="checkbox"/> Closes with inappropriate wording (Yours Truly, With Love)	<input checked="" type="checkbox"/> X Appropriate closing salutation (Sincerely, Respectfully, Kind Regards)
Language <i>Structure</i> <i>Quality</i> <i>Error-free</i>	<input type="checkbox"/> Lacking variety in wording and/or too many "I" statements <input type="checkbox"/> 3 or more spelling, grammar or punctuation errors If possible, it's helpful to know who is going to read your cover letter first, if it is someone in HR and not the supervisor, you can write more carefully for their understanding.	<input type="checkbox"/> Variety in wording and sentence structure is sometimes used <input checked="" type="checkbox"/> X 1 or 2 spelling, grammar or punctuation errors Replace done and got with more professional language	<input checked="" type="checkbox"/> X Variety in wording and sentence structure is consistently used <input type="checkbox"/> No spelling, grammar or punctuation errors are evident
Overall Score	<input type="checkbox"/> Needs Improvement*	<input type="checkbox"/> Average	<input checked="" type="checkbox"/> X Effective

*Assignment needs to be redone, contact coordinator to set up another review meeting within 48 hours