Cover and Thank You Letters

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| Major Area | Description | Points |
| Letterhead | None  Lacks Information—name, address, cell, email | 15  5 /each |
| Addressee | Failure to get name and title of person  Failure to have proper street, city, state and zip  Failure to address person properly in salutation | 5/each |
| Date | Not written out in words and numbers  Has brackets around date | 5/each |
| Grammar | Any grammatical error, including without limitation: spelling, subject-verb agreement, verb tense, word choice, misplaced modifier, fragment, run on, comma splice, colon | 5/each  One error is enough to lose credibility |
| Spacing | Single space letters  Double space between paragraphs  4 spaces between close and name  Double space between name and “Enclosed”  Too much white space at bottom of letter  Too little spacing between date and letterhead  Too little spacing between date and Addressee | 5/each |
| First Paragraph | No connection via ad or personal connection  Same connection used for both cover letters  No reference to enclosure or attachment in 1st or 3rd paragraphs | 5/each |
| Second Paragraph | Failure to use key words  Sentences too long  Paragraph too long | 5/each |
| Third Paragraph | Failure to close letter by asking for appointment or letting the interviewer know availability for a phone interview  Failure to include telephone and/or email  Failure to use attached/enclosed (if not in first paragraph) | 5/each |
| Signature Block | Spacing issues  No signature  No comma after “Sincerely”  Not in the right place | 5/each |
| Notation | Attached/Attachment or Enclosed/Enclosure  Doesn’t match  Not in letter  Not noted after signature block | 5/each |
| Font Type & Size | Fails to use san-serif font  Font size is too small or too large | 5/each |
| TOTAL |  | 25 |