



## Thank You Letter Rubric

Name: \_\_\_\_\_ Date: \_\_\_\_\_

This Worked Well	Rubric Criteria <i>Thank You Letter</i>	This Needs Work
	<b>Criteria #1:</b> <b>Presentation/Format:</b> <ul style="list-style-type: none"><li>• Typed/computer generated</li><li>• Visually appealing</li><li>• Business letter format consistently used</li><li>• Business-like font, 10–12-point size used</li></ul>	
	<b>Criteria #2:</b> <b>Introduction:</b> <ul style="list-style-type: none"><li>• Includes contact info, recipient contact info, date</li><li>• Includes proper greeting</li><li>• Opening paragraph begins with Thank you</li></ul>	
	<b>Criteria #3</b> <b>Middle Paragraphs:</b> <ul style="list-style-type: none"><li>• Elaborates on skills for position</li><li>• Explains how he/she/they will be valuable to company</li><li>• Qualifications highlight education, experience, and training</li></ul>	
	<b>Criteria #4</b> <b>Closing:</b> <ul style="list-style-type: none"><li>• Includes well-written statement of thanks</li><li>• Request for interview with specific contact details</li><li>• Mentions resume</li></ul>	



## Cover Letter Rubric

	<b>Criteria #5</b> <b>Spelling and Grammar:</b> <ul style="list-style-type: none"><li>• No spelling errors</li><li>• No grammar errors</li></ul>	
	<b>Criteria #6</b> <b>Style:</b> <ul style="list-style-type: none"><li>• Use of complete sentences</li><li>• Only use the pronoun "I" 1-2 times per paragraph</li><li>• Use action verbs</li></ul>	