

## Cover Letter

Categories	Level 4 (80-100%)	Level 3 (70-79%)	Level 2 (60-69%)	Level 1 (50-59%)
<b>K/U</b> <ul style="list-style-type: none"> <li>Contains appropriate personal information</li> </ul> 3 or 4 paragraphs to: <ul style="list-style-type: none"> <li>Introduce and generate interest in candidate</li> <li>Highlight key points from resume and</li> <li>Request interview</li> </ul>	Demonstrates a high degree of understanding of cover letter writing (included key components with required information)	Demonstrates a considerable understanding of cover letter writing (included key components with required information)	Demonstrates some understanding of cover letter writing (included key components with required information)	Demonstrates a limited understanding of cover letter writing (included key components with required information)
<b>T/I</b> Links key skills, experience and education to position desired	Makes thorough connections between skills, experience, education and position desired	Makes considerable connections between skills, experience, education and position desired	Makes some connections between skills, experience, education and position desired	Makes limited connections between skills, experience, education and position desired
<b>Application</b> Layout and design	Creates a highly effective layout and design	Creates a considerably effective layout and design	Creates a somewhat effective layout and design	Creates a layout and design that is limited in its effectiveness
<b>Communication</b> Edited for spelling and grammar  Effective use of language; created polite and professional tone	Uses language with considerable accuracy  Uses language with a high degree of effectiveness to create appropriate tone	Uses language with a high degree of accuracy  Uses language with considerable effectiveness to create appropriate tone	Uses language with some accuracy  Uses language with some effectiveness to create appropriate tone	Uses language with limited accuracy  Uses language with limited effectiveness to create appropriate tone