

Assignment

Using what you have learned in this unit please submit an example cover letter in response to one of these positions (link to job ad for each discipline)

<i>Category</i>	Grade of 1 Needs Improvement (must re-submit assignment): Emerging Developing		Grade of 2: Satisfactory/Effective	Grade of 3: Accomplished/Excellent
<i>Content</i>	Content is confusing and lacks direction. Not targeted to job ad.	Content is too general and does not target the job ad and position.	Content is strong but some of it can be removed, improved, or more targeted to the job ad.	All content is strong, and relevant to position. Links skills, education and experience to the ad.
<i>Tone</i>	Tone and language is not appropriate for a cover letter.	Tone and language are not used effectively.	Tone is approaching being both polite and professional. Language is mostly consistent with the industry.	Tone is both polite and professional. Language is and writing style consistent with industry.
<i>Form</i>	Many critical errors. Too many pages, missing contact information etc.	Form has a few minor form errors.	Overall form is good but can be refined to make a stronger resume.	1 page, can easily read, includes all required information (address, date, signature), identifies position, and appropriate amount of paragraphs.
<i>Spelling and Grammar</i>	Many spelling and grammar mistakes that distract the reader.	Multiple spelling and grammar mistakes.	1 or 2 small spelling or grammar errors.	No visible spelling or grammatical errors.