

Cover Letter Grade Checklist

Name _____ Period _____

Pluses indicate exceeding minimum requirements, Checks indicate meeting minimum requirements, Minuses indicate failing to meet minimum requirements

Four Paragraph Formula

- ✓ 1st paragraph mentions specific job and how discovered
- ✓ 1st paragraph has 2-3 key “selling points”
- ✓ 2nd paragraph focuses on *specific* skills and experience
- ✓ 2nd paragraph ties specifics to the job
- ✓ 3rd paragraph shows knowledge of/enthusiasm for employer
- ✓ 3rd paragraph ties skills and experience to employer
- ✓ 4th paragraph clearly states follow up
- ✓ 4th paragraph mentions contact information

Other Content and Style

- ✓ Language is enthusiastic without being cliched
- ✓ Language from ad is used to reinforce “selling points”
- ✓ Sentences are clear and concise
- ✓ Specific references to the resume are included
- ✓ Business letter format for general layout, greeting, closing, etc. is used
- ✓ Complete personal and business information (addresses, title, etc.) included
- ✓ Letter is free from usage and mechanical errors

Grade _____

Resume Grade Checklist

Pluses indicate exceeding minimum requirements, Checks indicate meeting minimum requirements, Minuses indicate failing to meet minimum requirements

Content by section

- ✓ Complete personal contact information included
- ✓ Objective is clear and specific
- ✓ Education mentions school(s) attended and graduation date
- ✓ Education mentions GPA, special courses or activities
- ✓ Skills include two categories of skill areas
- ✓ Skills use action verbs
- ✓ Skills are generally relevant to both objective and experience/activities
- ✓ Achievements/activities are relevant to objective
- ✓ Achievements/activities are clearly explained
- ✓ Experience includes employer and position held
- ✓ Experience includes basic responsibilities
- ✓ Acknowledges requests for references

General content and formatting

- ✓ Expresses good, realistic enthusiasm
- ✓ Makes good use of sentence fragments
- ✓ Makes good use of typeface and general layout (no clutter, overall balance)
- ✓ Makes good use of titles, bolding, underlining, etc.
- ✓ Coordinates overall “look” with cover letter
- ✓ Avoids mechanic and usage errors

Grade _____