

COVER LETTER ASSIGNMENT & ASSESSMENT

ASSIGNMENT:

Write a targeted cover letter for a job that interests you.

Use <http://www.princegeorgecitizen.com/> (or any other appropriate website) to find a job that you could apply for. Ensure that you include all employer information in your cover letter.

EVALUATION CHECKLIST:

- Key:
- 1 = Not yet within expectations
 - 2 = Meets Expectations (Minimum Level)
 - 3 = Fully Meets Expectations
 - 4 = Exceeds Expectations

	<i>Self-Assessment</i>	<i>Teacher Assessment</i>	<i>Teacher Comments</i>
1. Your Address: <i>Provides full info., no abbreviations, easy to read</i>			
2. Date: <i>Correct spacing, includes day, month and year</i>			
3. Inside Address: <i>Includes employer's name position, company name and address</i>			
4. Salutation: <i>Appropriate greeting, employer's name, correct punctuation</i>			
5. Attention Paragraph: <i>States position interested in, info. on company, why applying for job, where heard about job</i>			
6. Interest Paragraph: <ul style="list-style-type: none"> • <i>States your skills, experience, accomplishments that fit job</i> • <i>Sufficiently detailed, not too lengthy</i> 			
7. Complimentary Close: <i>Thanks employer, makes reference to interview, demonstrates action</i>			
8. Signatures: <ul style="list-style-type: none"> • <i>Includes space for written and name typed underneath</i> • <i>Lists enclosures for attached resume</i> 			
TOTAL	<i>/32</i>	<i>/32</i>	