

Cover letter

Name: _____

	Meets expectations	Does not meet expectations
Format	<ul style="list-style-type: none"> <input type="checkbox"/> Left aligned <input type="checkbox"/> Block formatting <input type="checkbox"/> Even margins <input type="checkbox"/> Professional-like appearance 	<ul style="list-style-type: none"> <input type="checkbox"/> All parts need to be left aligned <input type="checkbox"/> Use an enter between parts, no indents <input type="checkbox"/> Use the same font as your resume and through out your letter <input type="checkbox"/> Visit http://www.deltasd.bc.ca/nd/wex.html click on <i>thank you letter format</i> for an example of block letter format
Opening paragraph	<ul style="list-style-type: none"> <input type="checkbox"/> Specifically states the position that you are applying for and includes the phrase <i>volunteer work experience</i>. <input type="checkbox"/> Provide a potential starting date and availabilities <input type="checkbox"/> What interests you in the organization and the position 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not state that you are applying for a work experience position <input type="checkbox"/> Does not state what position you are applying for <input type="checkbox"/> Start and availability dates not included <input type="checkbox"/> Vague statement about what interests you in the organization, do your research! <input type="checkbox"/> Statement about what interests you in the organization is not about you its about them, what do you think that they do really well?
<p>Details paragraph(s)</p> <p>* Find a job description from a job search site or Career Cruising, identify three strengths that are relevant to the position</p> <p>Referring to the three relevant benefits that you can offer the employer give more details about each</p>	<ul style="list-style-type: none"> <input type="checkbox"/> State how you can meet the employer's needs (not how they can meet yours) Three skills or attributes you bring to the employer*, <i>topic sentence</i> <input type="checkbox"/> Concise and descriptive details about each benefit you can offer. <i>What?</i> <input type="checkbox"/> Clear connections made between your strengths and their organization. So <i>what?</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> States irrelevant benefits that you can bring the employer <input type="checkbox"/> Too few/many benefits that you can bring the employer; provide three <input type="checkbox"/> Vague or incomplete descriptions about each benefit you can offer <input type="checkbox"/> Self-centered <input type="checkbox"/> Unclear or no clear connection between your strengths and the organization
Closing paragraphs	<ul style="list-style-type: none"> <input type="checkbox"/> Restates why your skills match their needs and how you can help the organization <input type="checkbox"/> Refer to your enclosed resume <input type="checkbox"/> Asks for an interview <input type="checkbox"/> Include your phone number and your e-mail address with the best times to reach you, <input type="checkbox"/> Thank them for taking the time to read your letter 	<ul style="list-style-type: none"> <input type="checkbox"/> No reference to: <ul style="list-style-type: none"> <input type="checkbox"/> Your resume <input type="checkbox"/> Request for an interview <input type="checkbox"/> Did not include your: <ul style="list-style-type: none"> <input type="checkbox"/> Phone number <input type="checkbox"/> Best times to reach you <input type="checkbox"/> Email address <input type="checkbox"/> Did not thank the reader
Overall	<ul style="list-style-type: none"> <input type="checkbox"/> Error free: spelling and grammar <input type="checkbox"/> Concise, direct, but friendly and business like in tone 	<ul style="list-style-type: none"> <input type="checkbox"/> Repetitive sentence structure <input type="checkbox"/> Spelling errors <input type="checkbox"/> Grammatical errors <input type="checkbox"/> Wordy, be more concise and direct
Assessment	<ul style="list-style-type: none"> <input type="checkbox"/> Print two copies, sign both and submit one copy to employer with a copy of your resume and another to your WEX teacher supervisor 	<ul style="list-style-type: none"> <input type="checkbox"/> Revise and resubmit with this copy to your WEX teacher supervisor

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