

Cover Letter Writing Rubric

General Formatting

- One page (white paper 8 1/2' X 11')
- No bolds, italics, or underlines
- No borders,
- Legible fonts, black
- No graphics or clipart

Header

- Begin with personal contact information followed by contact information for potential employer

Greeting Line

- Usually includes the name of the hiring recruiter or "To Whom It May Concern" followed by a comma

Body

- First paragraph should be an engaging intro to hook the reader (hiring manager). Talk about personal interests, where you found the job posting, etc.
- The second paragraph should talk about professional skills related to the position desired. Show by highlighting past examples of work performed at previous jobs.
- The third paragraph should tie in your personal abilities and the responsibilities outlined for the specific position.

Closing Paragraph

- Thank the reader for taking the time to consider your applicant and read over your cover letter.
- The closing paragraph should also include a summary of skills and abilities and what you hope to get out of the potential job.

Signature Line

- Use "Sincerely" followed by a comma
- Physically sign your name with blue or black pen