

Cover letter

Name: \_\_\_\_\_

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

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