

## Rubric Title: **Letter of Application**

CATEGORY	3	2	1
<b>Standard Business Letter Format</b>	Complies with all the requirements for a business letter. Clear, concise and geared to the position student is seeking.	Complies with almost all the requirements for a business letter. Geared to the position student is seeking	Student needs assistance setting up a business letter.
<b>Content Accuracy</b>	The letter contains all the information necessary. First Paragraph – where the applicant learned of the position and the position that he/she is applying for. Second Paragraph – summary of the resume, stating he/she is qualified. Closing Paragraphs - the thank you and a follow up for an interview.	The letter contains most of the information necessary, but it is missing – the job the student is applying for.	The letter does not contain the necessary information.
<b>Grammar and Spelling</b>	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and no spelling errors.	Writer makes too many grammatical and spelling errors.