

Cover Letter Dissection

	Total Points Earned
16	Total Points Possible
	Percentage

Name _____

Date _____

Class _____

Directions: Use *Cover Letter 2.3.6.E2* and 4- 6 colored Pencils (including Red, Blue & Green) to complete the following prompts (2 points each)

1. List the first things you notice about the cover letter:

2. Circle the Addresses
 - *Whose addresses are they?*

3. Underline the Salutation-
 - *What type of punctuation is used?* _____

4. Read Paragraph 1 and put a Red square around it
 - *List the type of information that was included here*

5. Read Paragraph 2 and put a Blue square around it
 - *List the type of information that was included here*

6. Read Paragraph 3 and put a Green square around it
 - *List the type of information that was included here*

7. Place a Star next to the Closing
 - *How many spaces are there?* _____

8. Circle enclosure, explain what that means: