

**LESC N307 Cover Letter (Application Letter)  
Evaluation Form**

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

ID: \_\_\_\_\_

**Scale:** 5=Excellent; 4=Good; 3=Satisfactory; 2=Needs improvement

<b>Appearance</b> <ul style="list-style-type: none"> <li>• Appropriate font sizes and style</li> <li>• Appropriate spacing</li> <li>• A professional overall layout               <ul style="list-style-type: none"> <li>○ Sender information top left/right</li> <li>○ Receiver information top left</li> <li>○ Appropriate salutation (Dear...)</li> <li>○ Closing (Sincerely, name, signature)</li> </ul> </li> </ul>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
<b>Organization</b> <ul style="list-style-type: none"> <li>• Appropriate topics in paragraph form</li> <li>• Paragraphs appropriately ordered in relation to content</li> </ul>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
<b>Content</b> <ul style="list-style-type: none"> <li>• Relevant information is provided               <ul style="list-style-type: none"> <li>○ Sufficient but not excessive detail</li> </ul> </li> <li>• Consistent grammatical structure</li> <li>• Correct spelling and punctuation</li> </ul>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>

Comments: \_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_  
40

X 2.5 = \_\_\_\_\_  
100

## Layout and Information

Street address  
City, Postal code (PO Box)  
Date of writing

Name  
Title  
Company  
Street Address  
City, Postal Code

Dear Mr./Mrs..

**1<sup>st</sup> paragraph:**

Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases.

**2<sup>nd</sup> paragraph:**

Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments. Refer to your enclosed resume.

**3<sup>rd</sup> paragraph:**

Optional. Convince the employer that you have the personal qualities and motivation to succeed. Relate your interests and qualities to your knowledge of the company.

**4<sup>th</sup> paragraph:**

Request an interview and indicate how and when you can be contacted. Suggest that you will call at a specific time to discuss interview possibilities. Thank the reader for his/her consideration.

Sincerely,  
(Handwritten signature)  
Your name, typed

Enclosure(s)