

# LETTERS SCORING GUIDE

## Cover Letters Thank You Letters

Name: \_\_\_\_\_ Training Program: \_\_\_\_\_

Directions: For each of the numbered items, choose one of the Scoring Levels and circle the appropriate points. Total and record the points at the bottom (maximum of 100 points).

Letter CRITERIA	SCORING LEVELS			
	Advanced Achievement	Satisfactory Achievement	Limited Achievement	No Achievement
<b>1. Format</b>	Professional layout  <b>20 points</b>	Format acceptable  <b>16 points</b>	Format marginal  <b>12 points</b>	Unorganized and sloppy  <b>8 points</b>
<b>2. Mechanics</b>	No spelling errors; no mechanical errors  <b>20 points</b>	1 spelling error; and/or 1 mechanical error  <b>16 points</b>	2-3 spelling errors; and/or 2-3 mechanical errors  <b>12 points</b>	More than 3 spelling errors; and/or more than 3 mechanical errors  <b>8 points</b>
<b>3. Word Usage</b>	Word choice is professional; descriptions are specific  <b>20 points</b>	Word choice is acceptable; descriptions are acceptable  <b>16 points</b>	Word choice is questionable; descriptions are questionable  <b>12 points</b>	Word choice is unacceptable; descriptions are unacceptable  <b>8 points</b>
<b>4. Neatness</b>	Keyed; professional appearance; shows design effort  <b>20 points</b>	Keyed; quality appearance  <b>16 points</b>	Keyed; alignment marginal  <b>12 points</b>	Not keyed; lacks neat appearance  <b>8 points</b>
<b>5. Content</b>	All required areas addressed; optional areas included  <b>20 points</b>	All required areas addressed  <b>16 points</b>	Missing 1 required area  <b>12 points</b>	Missing 2 or more required areas  <b>8 points</b>

**Total Points:** \_\_\_\_\_

90 – 100 points

80 – 89 points

60 – 79 points

0 – 59 points

Advanced Achievement

Satisfactory Achievement

Limited Achievement

No Achievement

## Explanation of Letters Scoring Guide

### **Format:**

Overall appearance should be attractive and pleasing to the eye.  
Centered both horizontally and vertically on the page.  
Spacing between sections is consistent.

### **Mechanics:**

No spelling errors.  
Use of punctuation is correct (such as commas and periods).

### **Word Usage:**

Descriptions are complete and make sense.  
Introductory paragraph gets the readers attention.  
Highlighted key strengths and abilities.  
Demonstrated how your abilities would be a valuable asset to the company.  
Stated your relevant education and experience.

### **Neatness:**

Typed/keyed.  
Layout is attractive.  
No smudges or smears.  
Wrinkle free.

### **Content:**

Areas required include:

- Personal Information (required: mailing address, phone)
- Appropriate salutation
- Opening, body, and closing paragraphs.
- Complimentary close.
- Neatly signed.

Optional areas include:

- Personal Information (optional: name, fax, e-mail at top of page)