**7.2 Cover Letter**

**Write** your cover letter using the option you chose from the instructions. Use the space below to plan, organize, or write a draft of your assignment.

(View the assessment for your work on the next page)

**7.2 Cover Letter Assessment**

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| --- | --- |
| **7.2 Cover Letter Assessment** | |
| **Value** | **Presentation** |
| **Excellent** | * You provide detailed **information**. * You **organize** information *effectively*. * You control tone through *exceptional* choices of words and sentences. * You use business letter **form** *precisely* with *no errors* in **mechanics**. |
| **Proficient** | * You provide *relevant* **information**. * You **organize** information *efficiently*. * You control **tone** through *deliberate* choices of words and sentences. * You use business letter **form** *accurately* with *minor errors* in **mechanics**. |
| **Satisfactory** | * You provide *adequate* **information**. * You **organize** information *appropriately*. * You control **tone** through *inconsistent* choices of words and sentences. * You use business letter **form** and **mechanics** with *minor errors*. |
| **Limited** | * You provide *insufficient* **information**. * You **organize** information *haphazardly*. * You *do not* control **tone** with words and sentences. * You use business letter **form** and **mechanics** with *major errors*. |
| **Resubmission Needed** | Your attempt to respond is *insufficient*. **Contact your teacher** to discuss suggestions  for improvement and resubmission of your work. |
| **TOTAL: /15 = %** | |
| **Assessment** | **Areas of strength:** |
| **Might I suggest…** |