

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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Value	Presentation
Excellent	<ul style="list-style-type: none"> You provide detailed information. You organize information <i>effectively</i>. You control tone through <i>exceptional</i> choices of words and sentences. You use business letter form <i>precisely</i> with <i>no errors</i> in mechanics.
Proficient	<ul style="list-style-type: none"> You provide <i>relevant</i> information. You organize information <i>efficiently</i>. You control tone through <i>deliberate</i> choices of words and sentences. You use business letter form <i>accurately</i> with <i>minor errors</i> in mechanics.
Satisfactory	<ul style="list-style-type: none"> You provide <i>adequate</i> information. You organize information <i>appropriately</i>. You control tone through <i>inconsistent</i> choices of words and sentences. You use business letter form and mechanics with <i>minor errors</i>.
Limited	<ul style="list-style-type: none"> You provide <i>insufficient</i> information. You organize information <i>haphazardly</i>. You <i>do not</i> control tone with words and sentences. You use business letter form and mechanics with <i>major errors</i>.
Resubmission Needed	Your attempt to respond is <i>insufficient</i> . Contact your teacher to discuss suggestions for improvement and resubmission of your work.
TOTAL: /15 = %	
Assessment	Areas of strength:
	Might I suggest...