Rosedale Rubric Template

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| **3-2D Cover Letter for a Summer Job - Evaluation Criteria:** | | | | |  |
| **Categories** | **Level 4**  **(80-100%)** | **Level 3**  **(70-79%)** | **Level 2**  **(60-69%)** | **Level 1**  **(50-59%)** | |
| **Knowledge/Understanding** |  |  |  |  | |
| Understands the requirements of the job posting | * Demonstrates thorough understanding of the job posting requirements | * Demonstrates considerable understanding of the job posting requirements | * Demonstrates some understanding of the job posting requirements | * Demonstrates limited understanding of the job posting requirements | |
| **/3 marks** | 2.4-3 marks | 2.1-2.3 marks | 1.8-2 marks | 1.5-1.7 marks | |
| **Communication** |  |  |  |  | |
| * Cover letter is Calibri in size 12 for the content and size 14 for the heading/title * Includes at least 3 paragraphs * Cover letter is proof read for spelling, grammar and punctuation errors | * Cover letter follows the formatting correctly and includes at least 3 paragraphs * No or limited spelling, grammar or punctuation errors | * Cover letter almost follows the formatting correctly and includes at least 3 paragraphs * No or limited spelling, grammar or punctuation errors | * Cover letter follows the formatting correctly but not does include at least 3 paragraphs * Some spelling, grammar or punctuation errors | * Cover letter does not follow the formatting correctly and does not include at least 3 paragraphs * Many spelling, grammar or punctuation errors | |
| **/5 marks** | 4-5 marks | 3.5-3.9 marks | 3-3.4 marks | 2.5-2.9 marks | |
| Ideas are conveyed clearly, organized into clear pieces and presented in a chronological or cause and effect sequence | * Ideas are conveyed, organized and presented with a high degree of effectiveness | * Ideas are conveyed, organized and presented with considerable of effectiveness | * Ideas are conveyed, organized and presented with some of effectiveness | * Ideas are conveyed, organized and presented with limited effectiveness | |
| **/5 marks** | 4-5 marks | 3.5-3.9 marks | 3-3.4 marks | 2.5-2.9 marks | |
| Uses respectful, polite and professional language | * Respectful, polite and professional language is written with a high degree of effectiveness | * Respectful, polite and professional language is written with considerable effectiveness | * Respectful, polite and professional language is written with some effectiveness | * Respectful, polite and professional language is written with limited effectiveness | |
| **/2 marks** | 1.6-2 marks | 1.4-1.59 marks | 1.2-1.39 marks | 1 -1.19 marks | |
| **Application** |  |  |  |  | |
| Identifies strengths in connection with the requirements of the job posting | * Applies own strengths that relate to the job posting with a high degree of effectiveness | * Applies own strengths that relate to the job posting with considerable effectiveness | * Applies own strengths that relate to the job posting with some effectiveness | * Applies own strengths that relate to the job posting with limited effectiveness | |
| **/5 marks** | 4-5 marks | 3.5-3.9 marks | 3-3.4 marks | 2.5-2.9 marks | |
| Final grade:  **/20 marks** | Descriptive Feedback:  This is a good cover letter, and you have followed the instructions well. Here is the specific feedback from each section of the rubric:  **Knowledge/Understanding**   * You talk about the specific job requirements from the posting. * You talk about some of the specific job requirements from the posting. You could mention a few more. * You could mention more of the specific job requirements. * You don’t mention any of the specific job requirements.   **Communication**   * You use the correct format with three paragraphs. * You have some grammar mistakes, but they do not distract from the meaning of your ideas. * At times, your grammar mistakes make it difficult to understand your ideas. * You can improve your grammar by working on articles and part of speech. * More editing would help you avoid many of these grammar mistakes. * You present your ideas in an organized and effective way. * Editing your sentences would help the organization and presentation of your ideas. * You use polite language well. * You use some polite language.   **Application**   * You talk about your strengths and why you are a good candidate for the job. * You could talk more specifically about how your strengths relate to the job requirements. * You could give more evidence of your strengths and abilities by discussing your experience. | | | | |