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
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| **/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
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| **/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
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| **/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
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| **/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.
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