Job Application Letter Assessment Form

Grading criteria	Excel-lent*	Satisfac-tory	Margin-al	Unaccept-able
Persuasiveness: The application letter . . .				
- Discusses qualifications directly related to those mentioned in the job ad				
- Provides specific examples illustrating your qualifications				
- Explains specifically why you are interested in this particular job				
Comments:				
Clarity, organization, and grammatical correctness of the writing				
- The sentences are easy to understand				
- The writing is grammatically correct and free of typos				
- Each paragraph has a clear core idea and logical organization				
Comments:				
Attractiveness of the letter as a whole				
- The formatting of the letter is attractive and professional				
Comments:				
Quality of the reflective memo				
- The memo covers the required topics				
- The content is thoughtful and insightful, and it includes a useful set of techniques to use in future writing projects				
- The memo is grammatically correct and free of typos				
Comments:				
Accuracy in completing the assignment				
- The work submitted follows the directions for the assignment				

Assignment grade:

* Standards are based on how I would assess this work if I were the employer who received the letter: *Excellent*: This candidate is an excellent writer, someone I would trust to prepare material for public distribution without additional assistance. *Satisfactory*: The candidate is an acceptable writer, but the work s/he produces would likely need some refinement before public distribution. *Marginal*: The candidate communicates some useful information, but the work s/he produces would likely need substantial revisions before public distribution. *Unacceptable*: I would be unable to publicly distribute anything written by this candidate.