

Cover Letter: Grading Rubric

An important aspect of being a therapist involves writing a cover letter for a job you are interested in applying for. This sample cover letter will accompany the resume you submit. Reminder: the cover letter should fit the job announcement that you are attaching to this assignment. Refer to the “Resume and Cover Letter” power point uploaded on Blazeview. Be sure to include:

1. Your knowledge of the mission of the organization
2. Your appreciation for the mission of the organization
3. How you are a fit with the organization
4. Contribution you can make to the organization
5. Your strengths
6. Perhaps mention your therapeutic orientation
7. Your return address
8. Ask for the job
9. Contact information

*When submitting this assignment, please include a copy of the job you are applying for. Please turn in a hard copy and also upload an electronic copy to the dropbox folder on Blazeview.

The sample cover letter will be evaluated on the following:

Graduate Level Writing: Organization, Formatting, Mechanics of Writing, and Clarity of Writing	/5
Depth: Connection Between Job Announcement/Position and Candidate's Experience	/5
Application: Shows Knowledge and Appreciation for the Organization & Describes Candidate's Interest in the Organization	/5
Loss of points for NOT following directions	
TOTAL	/15