

**EXAMPLE: JOB APPLICATION LETTER RUBRIC**

	Advanced	Proficient	Almost Proficient	Not Proficient
<b>Content Quality &amp; Appropriateness</b>	<ul style="list-style-type: none"> <li>Letter accurately describes the job title, the requirements of the job and the candidate's fit with them, and the candidate's enthusiasm in applying accompanying materials</li> <li>Letter clearly describes any accompanying materials</li> <li>Letter contains additional relevant information about the candidate or her experience that sets the letter apart and draws attention to the application</li> </ul>	<ul style="list-style-type: none"> <li>Letter accurately describes the job title, the requirements of the job and the candidate's fit with them, and the candidate's enthusiasm in applying accompanying materials</li> <li>Letter clearly describes any accompanying materials</li> </ul>	<ul style="list-style-type: none"> <li>Letter accurately describes the job title and most of the requirements of the job and the candidate's fit with them, although the description may not be entirely clear</li> <li>Letter describes any accompanying materials</li> </ul>	<ul style="list-style-type: none"> <li>Letter does not describe the job title and/or inaccurately characterizes the job requirements and the candidate's fit with them</li> <li>Letter does not describe any accompanying materials, or the description is inaccurate</li> </ul>
<b>Professional Appearance</b>	<ul style="list-style-type: none"> <li>Includes all elements of a business letter (return address, date, inside address, salutation, body, closing, signature)</li> <li>Writing is consistently formal in tone</li> <li>Grammar, usage, punctuation, and other writing conventions are consistently applied</li> </ul>	<ul style="list-style-type: none"> <li>Includes all elements of a business letter, although some elements may be only partially correct</li> <li>Writing is mostly formal in tone</li> <li>Grammar, usage, punctuation, and other writing conventions are applied, with few errors that do not impede readability</li> </ul>	<ul style="list-style-type: none"> <li>One or more elements of a business letter is missing, formatting for some elements may not be correct</li> <li>Writing is not formal in tone</li> <li>Flaws in grammar, usage, punctuation, and other writing conventions begin to impede readability</li> </ul>	<ul style="list-style-type: none"> <li>Elements of a business letter are not present or are not correct</li> <li>Tone is inappropriate for a business letter</li> <li>Flaws in grammar, usage, punctuation, and other writing conventions make the letter difficult to read</li> </ul>