Case 4 Rubric

| **Criteria** | **Ratings** | **Pts** |
| --- | --- | --- |
| This criterion is linked to a Learning OutcomeFollow all instructions in this Case Read the longer description1. Your paragraphs have no indents, no blank spaces inside paragraphs and 1 blank space between paragraphs 2. Case 4 is in a letter format so go to MODULES, UNIT 13, COVER LETTER/LETTER OF APPLICATION EXAMPLES. Follow that format for your letter. 3. Your textbook writes about letters of applications. Tell them what job you are applying for and how you heard about it in the 1st paragraph. In the middle paragraphs write your qualifications for the job and in the last paragraph ask for a job interview. Keep this letter to 1 page. Always be professional and friendly in the tone of the letter 4. After the date in the letter is who you are writing to and their address. If you don’t know the name of the person, make it up. Also, use Mr. or Ms. for who you are writing to. 5. Make sure you have a “Dear Mr. or Ms. last name:” in the letter, just like the example. 6. Pick a real job in a real company that you are qualified to work in. You can use a job that would be a promotion in your own company or a different company with the job you have now. 7. Make sure you write in paragraphs. 8. Use Mr. or Ms. in both who you are writing to and “Dear Mr./Ms. Last name:” 9. At the bottom of your letters you will type “Sincerely” then a couple of spaces and then your typed name. In real life you would sign your name after you print the document between “Sincerely” and your typed name. Since this is an online assignment, you will not sign your name. 10. No “th” when using the full date such as September 7, 2017 11. Use the word “Enclosure” at the bottom of the page because a resume is enclosed. | |  |  |  |  | | --- | --- | --- | --- | | 25.0 pts  Excellent | 22.0 pts  not following instructions fully | 20.0 pts  not following instructions/spelling, grammar errors | 0.0 pts  Not turned in | | 25.0 pts |
| Total Points: 25.0 | | |