

Job Interview CDE
Cover Letter Scorecard

Name: _____ State: _____

Member #: _____

	Possible Score	Participant's Score
Format		
• Spacing	5	
• Appropriate Font	5	
• Paragraph justification (left)	5	
• Addressed correctly	5	
• Limited to one page	5	
• Used correct paper	5	
Grammar/Punctuation/Spelling	20	
Content		
• Identified position sought	5	
• Interest in position	5	
• Where learned of job	5	
• Appropriately conveyed contact info	5	
• Employability	10	
• Identified next steps	5	
• Meshed with resume and references	5	
General appearances		
• Overall impression	5	
• Readability and flow	5	
Subtotal	100	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
Total	100	

Judge's Signature _____ Date: _____