

Job Interview Cover Letter Scorecard

Name _____

Club _____

Age _____

Job Position Applied For: _____

| | Possible Score | Participant's Score |
|---------------------------------------|----------------|---------------------|
| Format | | |
| * Spacing | 5 | |
| * Appropriate Font | 5 | |
| * Addressed Correctly | 5 | |
| * Limited to one page | 5 | |
| GrammarPunctuation/Spelling | 25 | |
| 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 | 10 | |
| * Readability and flow | 5 | |
| Total | 100 | |

Comments:

Judge's Signature: _____

Date: _____