



ND FFA EMPLOYMENT SKILLS COVER LETTER SCORECARD

Contestant Name						
Chapter						
Indicator	Strong 5-4 pts	Moderate 3-2 pts	Weak 1-0	Points Earned	Weight	Total
Format and General Appearance	Does not exceed one page without overcrowding; margins are acceptable; font size and style are readable (10-12 pt); uses appropriate business format, date and address at top; addressed to appropriate person; appropriate signature block.	Does not exceed one page without overcrowding; margins are acceptable; font size and style are readable (10-12 pt); uses appropriate business format, date and address at top; not addressed to appropriate person; inappropriate signature block.	Exceeds one page; margins are inappropriate; font style is unreadable; font size is too small or too large; no signature; no date or address; no inside address; not in appropriate business format.		x 4	
Introductory Paragraph	Clearly identifies position they are applying for; states how they heard about the position; states why they are interested in the position; uses wording to attract reader's attention.	Identifies position they are applying for; does not state how they found the job; vaguely describes why they are interested in the job; introduction is bland and not attention catching.	Does not clearly identify position they are seeking; no description of how you heard about the position; does not grab the reader's attention.		x 4	
Skills and Experiences	Identifies two to three qualifications for the job; indicates how their education has prepared them for this job; states they are interested in the position; skills and experiences are consistent with resume; refers to resume.	Identifies one to two qualifications for the job; indicates how their education as prepared them for this job; provides a vague explanation of why they are interested in the job; skills and experiences are somewhat consistent with resume; refers to resume.	Does not identify relevant qualifications for the job; does not indicate how their education has prepared them for this job; does not state why they are interested in the job; skills and experiences are not consistent with resume; does not mention resume.		x 4	
Closing Paragraph	Thanks reader for taking time to read their cover letter; provides appropriate contact information; makes appropriate provisions for follow up.	Thanks reader for taking time to read their cover letter; provides appropriate contact information, but leaves reader to pursue a follow up.	Does not thank reader for reading their cover letter; does not mention a plan for follow up; does not provide any contact information.		x 3	
Spelling, Grammar, and Punctuation	Spelling, grammar, and punctuation are extremely high quality with two or less errors in the document.	Spelling, grammar, and punctuation are adequate with three to five errors in the document.	Spelling, grammar, and punctuation are less than adequate with six or more errors in the document.		x 5	
Deduction for materials received after the postmark deadline: 10% or 10 Points maximum.					Total Maximum: 100	

Judge's Name

Judge's Signature

Date