

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: _____