

Thank You Letter
2008 Job & Transition Fair

Category _____
Teacher _____

Student _____
School _____

Criteria	1	2	3	4	Score
Appearance Work is original to student.	Text not aligned, randomly arranged on page <ul style="list-style-type: none"> ▪ Poor quality stationery is used ▪ Uncertain who letter belongs to ▪ Paper has folds and creases ▪ Paper is not white or off white 	Attempts to align text <ul style="list-style-type: none"> ▪ Stationery different from resume is used ▪ Paper has creases ▪ Paper is a light color 	Minor mistake with aligning text <ul style="list-style-type: none"> ▪ Quality stationery matching resume is used ▪ Paper is smooth ▪ Paper is white or off-white 	All text is aligned <ul style="list-style-type: none"> ▪ Quality stationery matching resume is used ▪ Paper is smooth ▪ Paper is white or off-white 	
Format Business Letter Thank You: Date Addressee's Name Return Address Interviewer Title Employer's address Greeting Introduction Body Closing Paragraph Closing adjective Signature Typed Signature	More than 3 components of the business Thank You letter are incorrect. <ul style="list-style-type: none"> ▪ Most of the components of the business letter are incorrectly placed on the paper. ▪ Complete (first & last name) handwritten signature is <u>omitted</u> 	Some components of the Thank You letter are complete; no more than 3 errors. <ul style="list-style-type: none"> ▪ Some components of the business letter Thank you are placed correctly on the paper; no more than 3 errors. ▪ Complete (first & last name) handwritten signature is <u>included</u> 	Most components of business letter Thank You are complete; no more than 1 or 2 errors. <ul style="list-style-type: none"> ▪ Most components of business letter Thank You are placed correctly on the paper. No more than 1 or 2 errors. ▪ Complete (first & last name) handwritten signature is <u>included</u> 	ALL components of business letter Thank You are complete. <ul style="list-style-type: none"> ▪ ALL components of business letter Thank You are placed correctly on the paper. ▪ Complete (first & last name) handwritten signature is <u>included</u> 	
Content	No content components of business Thank You letter are present. #1-thanks interviewer, but does not restate position applied for or date of interview. #2-Writer does not restate qualifications for the job or that he is still interested in the job. #3-Contact information omitted or incomplete. Writer does not let interviewer know he is looking forward to hearing from him again.	Some content components of business Thank You letter are present. #1-Writer thanks employer for interview; omits position applied for or date of interview. May be poorly constructed paragraph. #2-Writer confirms interest in job. Supporting evidence is weak or not included. #3-Lists contact information. Writer does not let interviewer know he is looking forward to hearing from him again.	Most content components of business Thank You letter are present. #1-Writer thanks employer for interview and restates position applied for; may omit date of interview, may not be concise or contain all essential information. #2-Writer confirms interest in job. However, emphasis on assets may be weak. #3-Lists contact information & lets interviewer know that writer is looking forward to hearing from him again.	All content components of business Thank You letter are present. #1-Writer thanks employer for interview, restates position applied for and date of interview. Paragraph is concise yet contains all essential information. #2-Confirms interest in job; reemphasizes 1 or 2 strongest assets. #3-Lists contact information & lets interviewer know that writer is looking forward to hearing from him again.	
Grammar Punctuation Capitalization Spelling	Writer makes more than 4 errors in grammar, punctuation, capitalization <u>OR</u> spelling	Writer makes 3-4 errors in grammar, punctuation, capitalization <u>OR</u> spelling	Writer makes 1-2 errors in grammar, punctuation, capitalization <u>OR</u> spelling	Writer makes no errors in grammar, punctuation, capitalization <u>OR</u> spelling.	
Mechanics	Different fonts inconsistently used throughout the letter. <ul style="list-style-type: none"> ▪ Fonts other than Times or Arial are used. ▪ Spacing does not consistently follow model. ▪ Letter is not Block-Justified. ▪ Margins are inconsistent. 	Different size font may be used in all or parts of the letter. <ul style="list-style-type: none"> ▪ Arial or Times Font only. ▪ Spacing follows format model with up to 4 errors. ▪ Block-Justified ▪ Margins may be >/< than 1" to 1.5" on ALL sides 	Size 12 Font is used throughout most of the letter. <ul style="list-style-type: none"> ▪ Arial or Times Font only. ▪ Spacing follows format model with only one or two errors. ▪ Block-Justified with 1" to 1.5" margins on ALL sides. 	Size 12 Font is used throughout letter <ul style="list-style-type: none"> ▪ Arial or Times Font only ▪ Spacing follows format model ▪ Letter is one page ▪ Block-Justified with 1" to 1.5" margin on ALL sides 	

<p>Thank You Letter is Appropriate</p>	<p>Thank you letter is not appropriate.</p> <ul style="list-style-type: none"> ▪ Does not maintain professional image. ▪ May contain mostly “friendly” or casual language and/or abbreviations ▪ Does not contain language appropriate for business letter. ▪ Is not informative regarding reason for thanking the employer. 	<p>Thank you letter is somewhat appropriate.</p> <ul style="list-style-type: none"> ▪ Thank You letter attempts to maintain a professional image with no more than 3 errors. ▪ Contains no more than two abbreviations. ▪ Contains some language appropriate to a business letter. 	<p>Thank you letter is mostly appropriate.</p> <ul style="list-style-type: none"> ▪ Mostly maintains a professional image with only one or two errors. ▪ Contains no more than one abbreviation 	<p>Thank you letter is completely appropriate.</p> <ul style="list-style-type: none"> ▪ Maintains a professional image throughout letter by using proper business language. ▪ Contains <u>NO</u> abbreviations ▪ Letter is very supportive of reasons employer should consider hiring writer. 	
<p>Total</p>					