

Name: _____ Date: _____ Period: _____

Managing Life Skills
Unit 6: Relationships
Portfolio Project: Write A Cover Letter

Evaluation Rubric

Directions Use the Self-Evaluation Guidelines below to assess the content of your Portfolio Project. Rate your performance and give yourself a score for each Criterion. Then give your answers and this completed Evaluation Rubric to your teacher to evaluate.

Self-Evaluation Guidelines

Exemplary (10–8 points)	Satisfactory (7–4 points)	Poor (3–0 points)
<ul style="list-style-type: none"> • Includes all of the required content elements • Very well organized • All details provided • No grammatical errors • Creatively designed and executed 	<ul style="list-style-type: none"> • Includes some of the required content elements • Well organized • Many general details provided • Few grammatical errors • Neatly keyed or handwritten 	<ul style="list-style-type: none"> • Includes few or none of the required content elements • Disorganized • Few or no details provided • Many grammatical errors • Typos or illegible handwriting

Criteria	Exemplary (10–8 points)	Satisfactory (7–4 points)	Poor (3–0 points)	Student Score	Teacher Score
Content					
Use online and print resources to find and print an appropriate job lead.					
Write a draft cover letter for the job.					
Develop interview questions to ask local business managers about effective cover letters.					
Interview the business manager for information on effective cover letters.					
Give your presentation to the class.					
Mechanics					
Evaluate the organization of writing.					
Evaluate the level of detail of your observation sheet.					
Check for accuracy of spelling and grammar.					
Evaluate your speaking and listening skills.					
Total					