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Name: **ENG315 Week 10 Assignment 5: Professional Cover Letter**

Description: **ENG315 Week 10 Assignment 5: Professional Cover Letter**

Grid View

List View

	Unacceptable Below 60% F	Meets Minimum Expectations 60-69% D	Fair 70-79% C	Proficient 80-89% B
1. Submission meets the content requirements outlined in assignment details.	0 (0%) - 32.35 (17.97%) Submission content missing multiple required elements, has multiple issues with development of content, or does not relate to the stated requirements.	32.4 (18%) - 37.75 (20.97%) Submission missing at least one noted content requirement and has multiple issues with development of provided content items.	37.8 (21%) - 43.15 (23.97%) Submission is missing at least one requirement or has specific development issues with provided content items.	43.2 (24%) - 48.55 (26.97%) Submission includes all stated requirements and most are well developed.
2. Assignment meets the format requirements outlined in assignment details.	0 (0%) - 26.96 (14.97%) Assignment makes little or no attempt to meet the stated format requirements.	27 (15%) - 31.46 (17.47%) Assignment is missing at least two format requirements (or there are major errors as noted in comments).	31.5 (17.5%) - 35.96 (19.98%) Assignment is missing at least one format requirement and/or has 4-5 minor errors.	36 (20%) - 40.46 (22.48%) Assignment includes all stated format requirements and has 2-3 minor errors.
3. Audience (including link to posting on second page), and Overall Effectiveness of the	0 (0%) - 32.35 (17.97%) The Professional Cover Letter is not properly targeted, and/or the	32.4 (18%) - 37.75 (20.97%) The Professional Cover Letter has two major errors	37.8 (21%) - 43.15 (23.97%) The Professional Cover Letter has a major error in at	43.2 (24%) - 48.55 (26.97%) The Professional Cover Letter mostly addresses

			and/or provides the link in the wrong place.	and is somewhat effective.
4. Clarity, writing mechanics, professional language/style requirements.	0 (0%) - 16.19 (8.99%) More than 8 errors present.	16.2 (9%) - 18.89 (10.49%) 7-8 errors present.	18.9 (10.5%) - 21.59 (11.99%) 5-6 errors present.	21.6 (12%) - 24.29 (13.49%) 3-4 errors present.

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