

How to Critique Cover Letters

The rebric below is a screen capture of a Professional Competency e-tool found at careercenter.hanover.edu. (Note: the site records and stores results and therefore requires a Hanover email address.)

If any of the items below are unclear, they are explained in greater detail in a separate document, "Tips to Assess and Approve Cover Letters," which is a Career Peer Mentor training document.

Evaluate your cover letter:

For each item below, use the slider to indicate how effectively you demonstrated that aspect in your cover letter. Try to give an honest and accurate assessment of your strength on each item. Those in *italics* are considered essential for mastery of this competency.

The closer to **low** your rating, the less effectively you applied the aspect in your cover letter.

The closer to **high** your rating, the more effectively you applied the aspect in your cover letter.

Low	Rating	High	Cover Letter Factors
_____○			You have written your letter to a specific individual for a specific position. If this is impossible to find, you have addressed your message to the person's likely job title, e.g., "Dear Internship Coordinator".
_____○			You emphasize your three greatest strengths relative to the position, giving at least one full sentence to each.
_____○			<i>You make it explicitly clear in what ways your background matches the requirements outlined in the job ad or description.</i>
_____○			<i>You focus on ways in which you can benefit the employer rather than stating what you would gain from the position.</i>
_____○			<i>Your letter is well-written and free of typographical errors.</i>
_____○			Your letter matches your resume in font style and size, if printed or PDF.
_____○			You address the ways you plan to follow-up after the letter is sent.

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