

ITK 191
Assignment #4 - Application Letter
Grading Checklist

Name: _____

Points Possible: **40**

		Potential Penalty	Points Deducted
Overall Issues			
	*	*	
	Professional Appearance and language	10	
	*	*	
Clearly Applies for Position			
	Identifies specific position and clearly applies	10	
Application Letter			
	*	*	
	All three components of an application letter present /intro – apply / body – highlights / closing - action)	10	
	Grammar and Spelling	10	
	Reference to resume clear / appropriate	10	
Total Penalties			
Your Final Score			