Thank You Letter  
 **Points Possible**: 25 points  
**Assignment**: Write a thank you letter to follow-up an interview  
  
**Requirements**:

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| **Criteria** | **Excellent** **100 %** | **Acceptable** **80 %** | **Not Acceptable** **60 – 0 %** | **Points** |
| **Letterhead** | Uses personal letterhead with contact information | N/A | Does not use personal letterhead | **2.5** |
| **Format** | Letter is in block format and contains all required elements:  Sender’s address  Date  Inside address  Salutation  Body  Closing | Letter is missing a few block letter formatting basics and/or required letter elements. | Letter is missing several block letter formatting basics and/or required letter elements. | **10** |
| **Content** | Conveys professionalism and includes the following requirements:     Convey your gratitude at being selected for an interview     Tone is courteous and thankful     Include an analysis of your visit to the company or interview (i.e. impressions of the company or new facts you learned)     Include any updates to your qualifications or education since the interview     Demonstrates to the interviewer that you are thorough and sincerely interested in the position | Conveys professionalism. However, document is missing one required element. | Document is lacking professionalism and missing two or more of the required elements. | **10** |
| **Spelling and Grammar Mechanics** | Displays exceptional skill in writing mechanics, such as spelling and grammar. Written work contains no errors, and is very easy to understand. | Displays basic skill in writing mechanics, such - spelling, grammar. Written work contains a few errors, which may distract reader. | Fails to display basic skill in writing mechanics, such as spelling and grammar. Written work contains major errors, which distract the reader. | **2.5** |