Name: _____

Mark: _____/10_____

WEX Cover Letter marking guide

Proper Address of **Self** AND **Recipient** at top (business letter format, not resume, your name is not at the top of the address, it is only below in your signing off, recipient's name is included)   ____

RE: Section is specific to a job   ____

Opening paragraph lists specifically what you are applying for   ____

Second paragraph highlights skills and unique things about why you are the best candidate for the job (give specific examples)   ____

Third paragraph explains what is enclosed in application package (ie. Application form or a letter of reference)   ____

Third paragraph gives instructions on how to get a hold of applicant   ____

Salutation is appropriate, no slang (ex. Sincerely, Regards)   ____

Signature is signed in blue ink   ____

Margins are 1"   ____

Letter lines up on both the left and right hand side (ie. full justified)   ____