Cover Letter TOTAL: /16 marks

Appearance:

* Letter is clean /1
* Paper appears in good condition
  + Without creases /1
  + Without damage /1
* Contact info present /1
* Employer address present /1
* Date present /1

Language:

* Proper grammar /2
* Professional language used /2
* Without spelling mistakes /1
* Used the same font throughout /1
* Sentences were positive and enthusiastic /1

Structure:

* 4 paragraphs /1
* Signed in ink /1
* Name is typed below signature /1