

Rubric for Cover Letter Assignment

Category	Level 4 (80-100%)	Level 3 (70-79%)	Level 2 (60-69%)	Level 1 (50-59%)	Level R (0-49%)
Knowledge and Understanding	Having both the Chinese and English versions of the cover letter with appropriate format and substantial contents	Having both the Chinese and English versions of the cover letter with mostly appropriate format and necessary contents	Having both the Chinese and English versions of the cover letter, but format is not appropriate or contents are brief.	Limited efforts; significant gaps in format and contents.	Little to no efforts evident; key points are missing or inappropriate.
Thinking and Inquiry	Properly present information with a appropriate structure; conform to cover letter norms.	Information is not presented logically and structure may somewhat fails to meet cover letter norms.	Not enough information and format is not up to the standard of typical cover letters.	Presentation of information lacks logic and proper structure.	Presentation of information lacks clarity, logic and structure significantly.
Communication	Cover letters are well-organized, engaging, and effectively communicates personal strengths and background.	Cover letters are organized and generally communicates personal strengths and background.	Cover letters are somewhat organized and communicates personal strengths.	Cover letters lack organization and clarity and fails to present personal strengths.	Cover letters lack any semblance of organization, clarity, or engagement and fails to present personal strengths.
Application	Strong evidence of commitment to this assignment. Demonstrates a deep understanding on how to write excellent cover letters	Evidence of commitment, but lacked substantial work or involvement. Communicates key information but may lack some polish or depth.	Limited evidence of commitment; lack of sufficient work. Some areas could be improved for clarity and engagement.	Little to no commitment evident. Lacks understanding on how to write cover letters.	No evidence of commitment. Lacks understanding on how to write cover letters.