

Rubric for Cover Letter

Categories	Level R (below 50%)	Level1 (50%-59%)	Level2 (60%-69%)	Level3 (70%-79%)	Level4 (80%-100%)	Grade
Applies knowledge of Cover letter	Applies knowledge of Chinese Cover letter with no effectiveness	Applies knowledge of Chinese Cover letter with limited effectiveness	Applies knowledge of Chinese Cover letter with some effectiveness	Applies knowledge of Chinese Cover letter with considerable effectiveness	Applies knowledge of Chinese Cover letter with thorough effectiveness	
Organization and expression of Cover letter	Organize and expresses information about Cover letter with almost no effectiveness	Organize and expresses information about Cover letter with limited effectiveness	Organize and expresses information about Cover letter with some effectiveness	Organize and expresses information about Cover letter with considerable effectiveness	Organize and expresses information about Cover letter with thorough effectiveness	
Communication for audience	Communicates for target audience with few effectiveness	Communicates for audience with limited effectiveness	Communicates for audience with limited effectiveness	Communicates for audience with limited effectiveness	Communicates for audience with limited effectiveness	
Application by generating a Resume in Chinese	Applies Cover letter in Chinese with few effectiveness	Applies Cover letter in Chinese with limited effectiveness	Applies Cover letter in Chinese video with some effectiveness	Applies Cover letter in Chinese with considerable effectiveness	Applies Cover letter in Chinese thorough effectiveness	