

### COVER LETTER RUBRIC

CATEGORIES	EXEMPLARY/ 5  Cover letter should get you an interview.	SATISFACTORY/ 3  Average letter that could possibly land you an interview.	UNSATISFACTORY/ 1  Needs improvement and would likely be discarded during screening.	RATING
Formatting (5 points)	Correct business formatting used with date and addresses at the top, and a signature at the bottom.	Correct business format with date and addresses at the top, and a signature at the bottom.	Business formatting is not used. For example, the address or date may not be included at the top or the letter is not signed.	
Writing Skills and Style (5 points)	Clear and concise, with few errors in mechanics, punctuation, and word usage. No spelling errors. Sentences are fluent and effective. The letter is creative and catches an employer's attention quickly.	Minor errors in mechanics, punctuation, and word usage. Few spelling errors. Sentences are controlled and do not flow easily. Writing doesn't arouse the interest of the employer.	Problems with mechanics, punctuation, and grammar. Multiple spelling errors/ typos. Poorly written. The letter doesn't grab an employer's attention, or may not make sense to the reader.	
Section 1: Introduction (5 points)	Identifies the position for which you are applying and explains why you are interested in the job and the organization/ company. Describes how you heard about the opening.	Missing one of the required elements (why you are interested, specific job, where you heard of the job) or vaguely describes why you are interested in this job.	Missing more than one of the required elements. Doesn't clearly identify the position you are seeking, indicate how you heard about the position or why you are interested.	
Section 2: Skills and experiences related to position, and relevant special personal attributes (5 points).	Supports your resume. Identifies one or two of your strongest qualifications and clearly relates how these skills apply to the job at hand. Explains specifically why you are interested in the position, type of job, company, and/or location. Calls attention to one or two special attributes that make you the ideal candidate for the job.	Restates what is on your resume with minimal additional information. Identifies one or more of your qualifications, but these are not related to the position. You explain why you are interested in the position but are too vague. Calls attention to one or two of your special attributes, but doesn't make a connection to the position.	Doesn't support your resume nor discuss any relevant qualifications. You have not related your skills to the position for which you are applying. Does not state why you are interested in the position. Doesn't encourage an employer to want to meet you.	

Section 3. Closing (5 points)	Refers the reader to your resume or other enclosed documents. Thanks the reader for taking time to read this letter. You are assertive as you describe how you will follow up with the employer in a stated time period.	You thank the reader for taking time to read this letter. You do not refer the reader to your resume or application materials. Assumes that the employer will contact you.	Does not thank the reader for taking time to review this letter. There is no reference to a resume or other materials. Does not mention any plan for follow up.	
Layout and Organization (1 page) (5 points)	Well organized. Includes all of the required components in the correct order with the correct spacing between elements.	Missing one of the required elements or the components are not in the correct order.	No apparent organization to the letter. Missing multiple components.	
			Total Numerical Rating	
			Rating	

Source: Adapted from rubric developed by Amy Diepenbrock, Courtesy of the National Association of Colleges and Employers, available at [https://students.tufts.edu/sites/default/files/NACE\\_GG\\_CoverLetterRubric.pdf](https://students.tufts.edu/sites/default/files/NACE_GG_CoverLetterRubric.pdf).

Rating Scale:

26-30 = Exemplary

20-25 = Above Average

14-19 = Average

7-13 = Poor; Below Average

Below 6 = Unsatisfactory

Formatting Requirements- One page, 10-12 size font, Signed letter

## **AGU Pathfinder Career Center**

Employer, [Skidmore College](#)

Location, Saratoga Springs, NY, Saratoga Springs

Posted, Mar 04, 2019

Closes, Apr 03, 2019

Ref, FPA00251P

## **Visiting Assistant Professor Geosciences**

SAVE



Skidmore College

Saratoga Springs, NY

The Department of Geosciences at Skidmore College invites applications for a one-year, full-time Visiting Assistant Professor to begin fall 2019. We seek a broadly trained geologist with strong teaching capabilities in solid Earth processes and Deep Time to offer both introductory and advanced classes. During the 2019-2020 academic year, the successful candidate will be expected to teach two sections of an introductory, laboratory course on Earthquakes and Volcanoes, an intermediate-level, laboratory course in Earth Materials, and an advanced seminar on Tectonics or a similar topic in the instructor's area of expertise. Additional capabilities in any of the following areas are desirable: structural geology, Earth history, tectonic hazards, natural resources, and related fields. The College seeks to attract an academically and culturally diverse faculty, welcoming applicants from historically under-represented groups and/or those who have experience teaching diverse student populations. Women and minority candidates are encouraged to apply. A Ph.D. in an appropriate Earth science discipline or closely related field is required, and prior teaching experience is desirable.

Skidmore is a highly selective liberal arts college that fosters creative approaches to teaching and learning. With its relatively small size and student-faculty ratio, the College is a close-knit academic community. Skidmore's faculty of teacher-scholars are devoted to the instruction and mentoring of approximately 2,400 talented undergraduate men and women from some 47 states and 46 countries.

Candidates should submit the application electronically through Skidmore's Human Resources website.

The application includes a cover letter; a C.V.; and a statement of teaching interests/experience/methods (1-2 pages). The cover letter should include information describing how the candidate will contribute to making the Department and College more inclusive and welcoming to students of diverse backgrounds. Additionally, candidates should request three references to submit letters on the

candidate's behalf. These letters should be submitted prior to the application deadline.

Review of materials will begin on March 25, with applications accepted until the position is filled.

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