ANSC 181 follow-up letter rubric 10 total points

5 points for DRAFT and 10 points for final

10 POINTS Requirements on the follow up letter

1 students name and return address

2 employer name and address & personal contacts at company

1st paragraph

3 - 4 introductory sentence – why you are writing and mention meeting them at COA career fair and what job/internship you are applying for

2nd paragraph

4 - 5 describe skills you have obtained that relate to the job applying for

3rd closing paragraph

6 - 7 Thank you includes email and phone, inform them you will follow up and contact them a specific week…

8 Grammar, spelling, format and layout

9-10 your discretion