

EMPLOYMENT SKILLS

COVER LETTER SCORECARD

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| --- | --- | --- |
| Contestant Name | Team No. | |
| Chapter | Member No. | |
| ***COMPOSITION*** | **Possible Score** | **Score** |
| Correct format and stationary | 10 |  |
| Punctuation | 10 |  |
| Grammar | 10 |  |
| Spelling | 10 |  |
| General Appearance | 10 |  |
| *Composition Sub Total:* | **50** |  |
| ***CONTENT*** |  |  |
| Career Goal Specified | 15 |  |
| Proper Qualifications | 35 |  |
| *Content Sub Total: 50* | **50** |  |
| *Total: 100* | |  |
| Deduction for materials received after the postmark deadline:  10% or 10 Points maximum | |  |
| **Total Points Earned** | |  |

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***Judge’s Name Judge’s Signature Date***