

Student Superhero  
981 South Get-out Avenue  
San Francisco, CA 94110

10/8/13

Mr. Nick Fury  
S.H.I.E.L.D. Headquarters  
c/o Stark Industries  
420 3<sup>rd</sup> Avenue  
New York, New York

Mr. Fury,

I am writing in response to the recently vacated position available in your crime fighting team.

The unfortunate loss of one of your team members was reported by the *New York Times*. We are all sad for the loss of such a valuable and powerful protector of the city. This tragedy doesn't have to have an unhappy ending however. My years of experience and proven record of fighting the enemies of humanity would make me a valuable asset to the team you are reforming.

For the past nine years, I have safeguarded the citizens of San Francisco against the ongoing threat of invasion from the denizens of the Dark Caverns, as well as other lesser known villains. I have worked with a small homegrown team of crime fighters from the Bay Area to neutralize these threats. My extra human strength and speed gave me an edge against the lightning fast attacks from The Dry Cleaner. I believe these skills will complement S.H.I.E.L.D.

The people we are sworn to protect have recognized and honored our contributions to their safety with a city wide "Bay Heroes Day" as well as a statue in the downtown financial area of San Francisco. I have successfully had a hand in stopping Dr. Madness, Lady Pointy Stick, and the Dirt Clan. As you may know, we traveled to three different continents to fight the threat that this evil league posed. This proves my alignment with your organizational mission statement of "traveling to the ends of the Earth to safeguard humanity."

Although I don't have the power of seeing into the future, I look forward to your response.

Sincerely,

The Funky One  
me@superheros.com

**Comment [1]:** This is an acceptable level of personalization that's right for the position and circumstance (any more than this would probably not be appropriate for a cover letter though).

**Comment [2]:** Good linking of your experience to the specific needs of the position. This is the kind of specificity and assertiveness that conveys confidence and knowledge and experience – all things we should see echoed throughout the entire letter.

**Comment [3]:** Good enumeration of your skills and experience in a brief and succinct manner, clearly linking those to the position but without just recapitulating what's presumably on your resume

**Comment [4]:** Very nice detailing here while keeping your paragraph brief and singularly focused still.

**Comment [5]:** Monitor the tone of your speech more carefully: you don't want humor, sarcasm, irony in a cover letter as those will tend to convey to some a lack of sufficient seriousness or professionalism about the position and/or company you're applying to, and the last thing you want is to appear to be patronizing your reader here when you so clearly want something from them, yes?

**Comments & Grade Marks** (10 point rubric)

**Good work.** A clear and well-structured piece of writing for the most part. Letter achieves its purpose and is an acceptable model of the standard cover letter form in most or all respects: (most) standard required elements are present:

1. personal letterhead;
2. date, recipient address, greeting;
3. body text, closing and signature with name/title of sender.

- **Language and details** are generally appropriate for the intended recipient (though they may need further detailing or contextualization in some instances as noted to either link you more specifically to the position and/or differentiate you in a more compelling fashion from other similar applicants).
- **Structure** is logical, efficient and informative.
- **Purpose** is clearly stated at the beginning of the body text and reiterated in new language throughout.
- **Skills and experience** are covered in adequate depth and breadth as they relate to the position.
- **Style and language** is business appropriate: brief and succinct, clear and accurate, using active sentence constructions, and well proofread.

No major issues or errors here beyond what's noted in the marginal comments. Fine work.

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|---|--------|
| Assignment requirements                   | 3/4    |
| Statement of purpose                      | 4/4    |
| Focus & Coherence                         | 4/4    |
| Development & Cohesion                    | 4/4    |
| Sentence control & clarity / proofreading | 4/4    |
| Late (2 pts = -10%)                       | -/20   |
| Raw total                                 | 19/20  |
| Total ÷2 = Final Grade                    | 9.5/10 |

|              |             |             |
|--------------|-------------|-------------|
| 10 = 100% A+ | 8.5 = 85% B | 7 = 70% C-  |
| 9.5 = 95% A  | 8 = 80% B-  | 6.5 = 65% D |
| 9 = 90% A-   | 7.5 = 75% C | 6 = 60% D-  |

*\*Please see the Grading Rubric Explanation found within the course for a detailed description of the numbers and criteria on the grading grid each of the component marks above corresponds to.*

*\*Remember that I only mark **error patterns** when I grade, not every error – I want you to see what I'm noting in the essay and then actively apply it to all of your own essay work, as that's the only way you will learn to effectively proofread your own work for errors. It's now your job to go back and find more instances of these same types of errors throughout the entire essay if you plan to revise and resubmit, or if you plan to simply move on to the next writing assignment. You can review some of the most common error patterns along with detailed explanations of them in Proofreading Notes found in the course.*